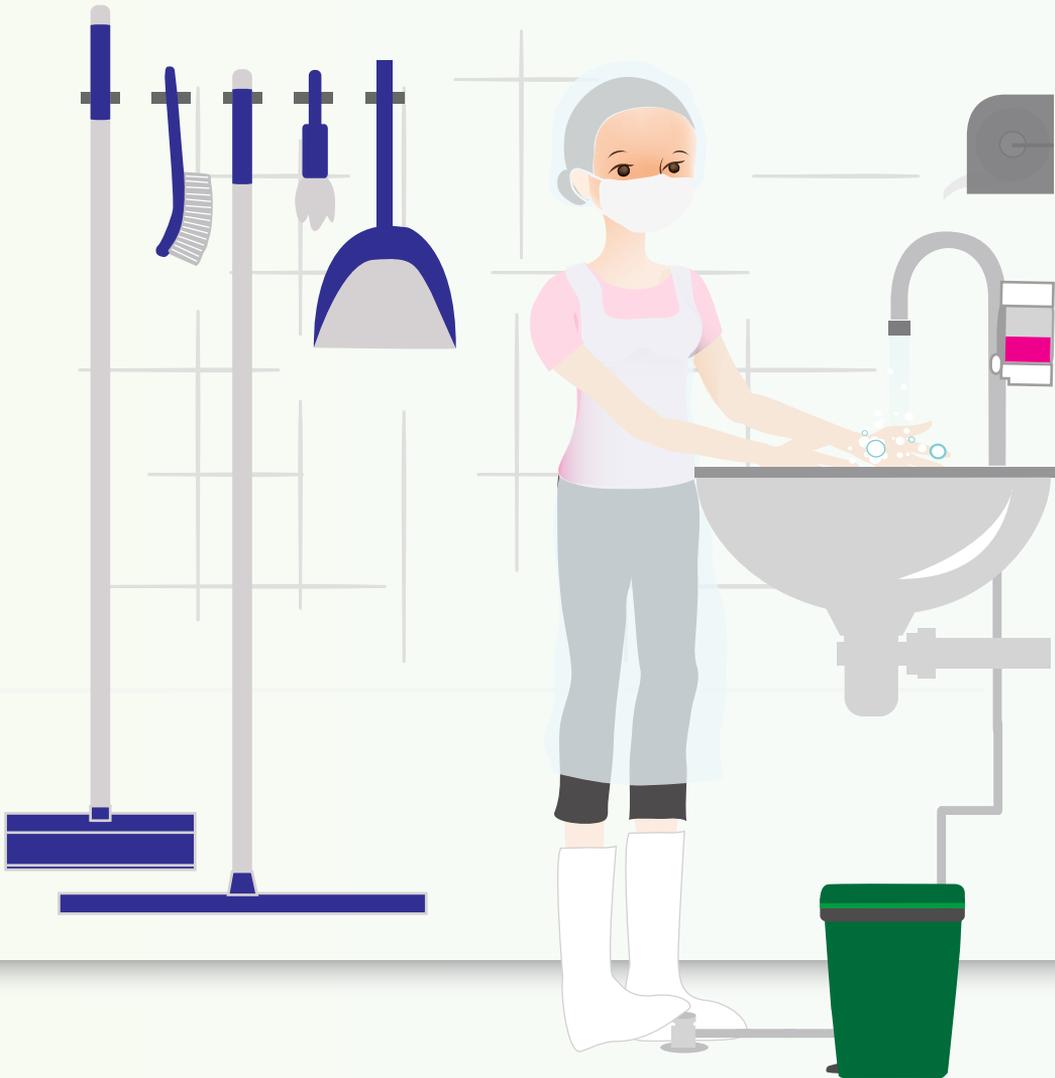


GOOD

# CLEANING & SANITATION

PRACTICES



# CONTENT

*This publication provides a set of guidelines on good cleaning and sanitation practices for food operators and food handlers. To manage and reduce the risk of food-borne illnesses, a comprehensive and effective food safety management system should be adopted.*

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GUIDE TO GOOD  
CLEANING & SANITATION  
PRACTICES

## WHY ARE CLEANING AND SANITISING IMPORTANT?

Cleaning and sanitising are important to food safety as many food poisoning cases are associated with inadequate and ineffective sanitation. Generally, surfaces of equipment, food preparation tables and utensils that come into direct contact with food should be washed, sanitised and air-dried.

Cleaning and sanitation of food establishments are important for the following reasons:



To prevent food poisoning resulting from cross contamination between food contact surfaces and food.



To minimise food wastage due to food contamination.



To ensure cleanliness of premises at all times and create a more pleasant work environment.

## DIFFERENCE BETWEEN CLEANING AND SANITISING



Cleaning is the complete removal of dirt and food waste using physical means and appropriate detergent under recommended conditions.



Sanitising is the reduction of the number of microorganisms to safe levels.

## COMPONENTS OF A GOOD CLEANING AND SANITATION PROGRAMME

A good cleaning and sanitation programme should be conscientiously carried out:



## RECOMMENDED FREQUENCY OF CLEANING AND SANITATION

Areas identified	Recommended minimum frequency		
	Daily (or after operation)	Weekly	Monthly
<b>General areas</b>			
Floor and wall next to preparation area	✓		
Doors		✓	
Windows, ceilings, overhead fixtures (e.g. lighting covers and fans)			✓
<b>Production area</b>			
Food processing equipment <sup>1</sup>	✓		
Food containers, crockery and utensils <sup>1</sup>	✓		
Food preparation table <sup>1</sup>	✓		
Sinks, taps, gullies <sup>2</sup> and drains	✓		
Exhaust hood, flue and ventilation systems			✓
<b>Personal hygiene facilities</b>			
Hand-washing sink and surrounding area <sup>1</sup>	✓		
Toilets <sup>1</sup>	✓		
<b>Storage area</b>			
Refrigerator/chiller/freezer units and dry storage area which include: <ul style="list-style-type: none"> <li>◆ Floors &amp; walls</li> <li>◆ Food containers</li> <li>◆ Pallets</li> <li>◆ Racks</li> <li>◆ Interior &amp; exterior refrigeration fans</li> </ul>			✓
<b>Delivery transport</b>			
Interior cabin of delivery truck	✓		

<sup>1</sup>Requires sanitising after cleaning

<sup>2</sup>Grease traps are to be maintained regularly by engaging NEA-licensed general waste collectors.

**Always Practise:**

**Clean As You Go!**

**Spot it, Clean it!**

Now

Later



## BASIC STEPS FOR CLEANING AND SANITATION

### STEP 1 : PRE-RINSE



Pre-rinse to remove the debris from the surface, which allows cleaning and sanitising to be carried out more effectively.

### STEP 2 : WASH SURFACES WITH APPROPRIATE CLEANING SOLUTION



This can be done by soaking and scrubbing, spraying, foaming or high pressure cleaning.

### STEP 3 : FLUSH/RINSE THE CLEANING COMPOUND FROM SURFACES



It is important that all food remnants and cleaning compounds are removed as they would interfere with the sanitising solution and render it ineffective.

### STEP 4 : SANITISE



Apply sanitising solution, hot water or steam.

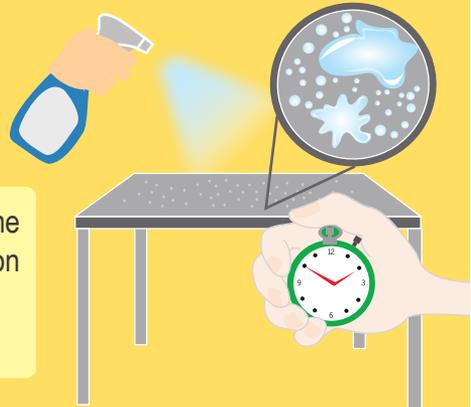
### STEP 5 : FLUSH/ RINSE OFF THE SANITISING SOLUTION (IF REQUIRED)



## FACTORS AFFECTING CLEANING AND SANITISING EFFICACY

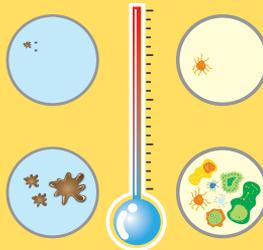
### CONTACT TIME

There should be adequate contact time between the cleaning or sanitising solution and the surface to be cleaned.



### TEMPERATURE OF CLEANING AND SANITISING SOLUTION

Cleaning is more effective when using warm cleaning solution as the bonds between the soil and the surface are weakened.



Hot water (>77°C) or steam can also be used to sanitise the contact surfaces.

## STRENGTH APPLIED DURING CLEANING

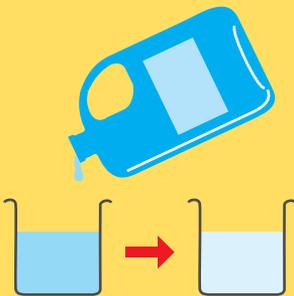
Adequate strength when applied appropriately to the contact surfaces, can remove the dirt effectively without damaging the surfaces.



## TYPE AND CONCENTRATION OF CLEANING AND SANITISING SOLUTION

The type of cleaning solution used will depend on the type of food waste.

The final concentration of the cleaning and sanitising solution should be diluted as recommended by the manufacturer.



## RECOMMENDED FEATURES OF CLEANING TOOLS

### COLOUR - CODED

Vegetables Processing Area



General Cleaning



Meat Processing Area



Seafood Processing Area



- ◆ Colour-coded cleaning tools enable food handlers to differentiate the tools to be used in different areas of the food establishment. This is to minimise cross-contamination.

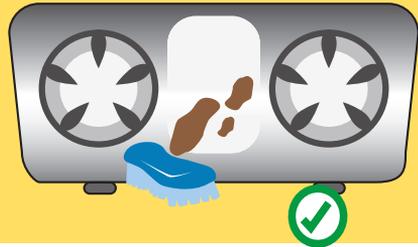
## SPECIFICALLY DESIGNED FOR DIFFERENT EQUIPMENT AND APPLIANCES

Cleaning tools which are too abrasive can cause scratches to susceptible food contact surfaces. This would increase the risk of bacteria attaching to the scratches and contaminating food products if not sanitised properly.

Use suitable cleaning tools to clean the different types of surfaces.

### EXAMPLES:

Brushes with stiff bristles for cleaning surfaces with tough stains.



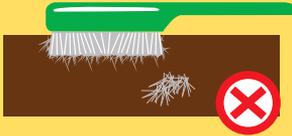
Brushes with softer bristles to clean powdered, dusty surfaces or things that may be susceptible to scratching.



Pads are commonly used for cleaning utensils due to their soft and flexible nature.



## DURABLE AND CHEMICAL RESISTANT



Choose brushes of good durability as there is a risk of physical contamination if the bristles fall out easily.

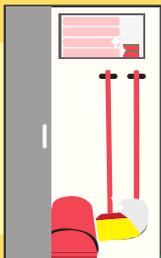


Cleaning tools should be made of synthetic materials that will not be damaged by cleaning chemicals.

## ALWAYS MAINTAIN CLEANING TOOLS IN A CLEAN AND HYGIENIC CONDITION



Re-usable cloths must be cleaned and sanitised regularly. Replace the cloths with new ones when necessary.



Wet cleaning tools (e.g. mops) should be rinsed, washed and sanitised after use. They should be properly dried before storing in a designated place.

## WHY IS HAND - WASHING IMPORTANT?

Proper hand-washing is vital in preventing contamination of food by the hands of food handlers. Harmful bacteria and viruses present on the hands of food handlers are reduced by proper hand-washing techniques.

Food handlers should wash their hands and wrists immediately:



Before engaging in food preparation.



After using the toilet.



After blowing the nose, sneezing or coughing.



When changing tasks.



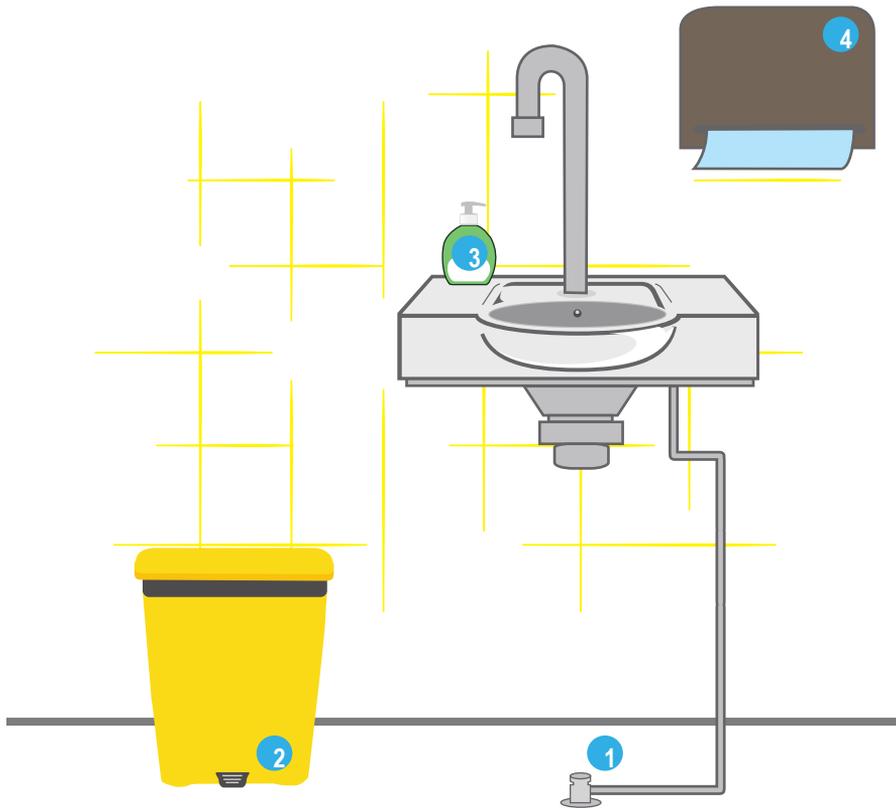
After engaging in duties that contaminate the hands.



(e.g. when switching between handling raw and ready-to-eat food to prevent cross-contamination)

(e.g. cleaning duties, disposing trash and handling money)

## COMPONENTS OF HAND-WASHING STATION



- 1 The taps should preferably be hands-free (e.g. pedal, knee or elbow operated) to prevent the cleaned hands from touching any parts of the hand-washing facility which might result in cross-contamination.
- 2 Foot-operated refuse bin
- 3 Liquid soap
- 4 Disposable paper towels

## 8 HAND - WASHING STEPS

1



Wet hands with clean, running water and apply soap. Rub palms together to make lather.

2



Between the fingers.

3



Back of your hands.

4



Thumbs

5



Back of fingers.

8



Rinse and dry your hands with paper towel.

7



Wrists

6



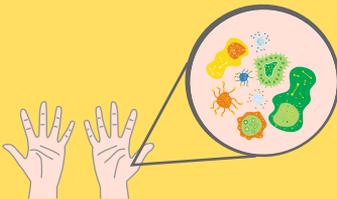
Fingernails

## DO YOU KNOW?

Cross-contamination may occur if high-pressure cleaning is used when there is an on-going food processing. This is due to the dispersion of the dirt and bacteria into the air which might fall back onto the food or work surfaces. Hence, high-pressure cleaning should not be carried out when there is preparation of food.



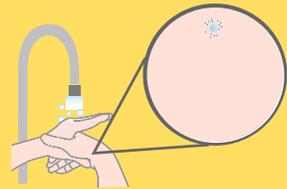
An average hand harbours more than 1000 bacteria per centimetre square. Washing hands thoroughly with soap and water can reduce the amount of bacteria present.



Unwashed Hands



After cold water rinse



After 20 seconds of 8 hand-washing steps using water and soap.

## TIPS ON CLEANING AND SANITATION PRACTICES



**Establish a cleaning and sanitation programme and follow conscientiously.**

**Establish a cleaning and sanitation schedule for the following areas:**

- ✓ Floor, wall, doors, windows, ceiling and overhead fixtures
- ✓ Food preparation tables and processing equipment
- ✓ Food containers, crockery and utensils
- ✓ Exhaust hood, flue and ventilation systems
- ✓ Sinks, taps, gullies and drains
- ✓ Toilets and hand-washing facilities
- ✓ Storage areas (e.g. dry store, chiller and freezer)
- ✓ Interior cabin of delivery trucks

**Improve the efficacy of cleaning and sanitation by considering:**

- ✓ Dilution factor
- ✓ Temperature
- ✓ Contact time
- ✓ Strength applied during cleaning

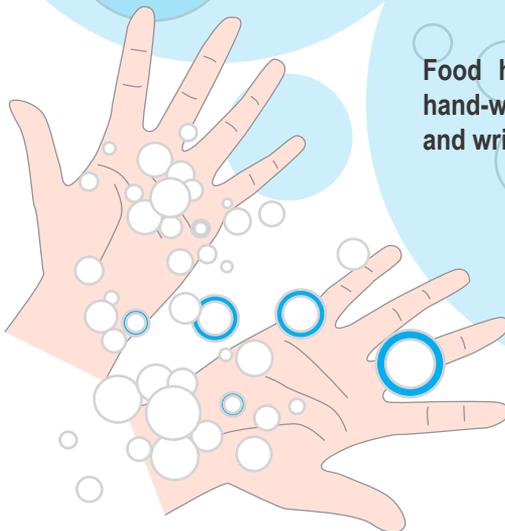




## Use cleaning tools that are:

- ✓ Colour-coded to enable users to differentiate the tools to be used in different areas of the food establishment
- ✓ Specifically designed for different types of equipment and appliances
- ✓ Durable and chemical-resistant
- ✓ Easily maintained in a clean and hygienic condition

Hand-washing facilities are equipped with hands-free water tap, liquid soap, disposable paper hand towel and foot-operated refuse bin.



Food handlers should practise the 8 hand-washing steps to clean their hands and wrists.



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