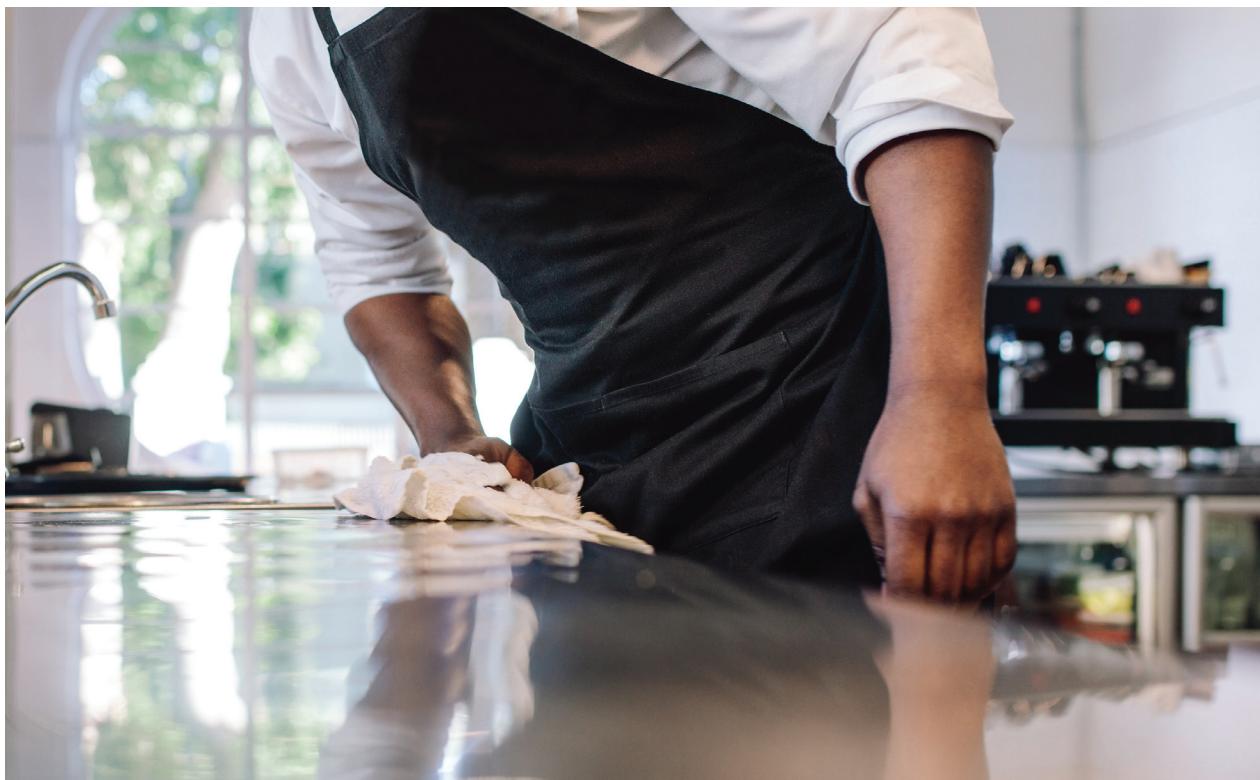


SAFE CLEANING PRACTICES

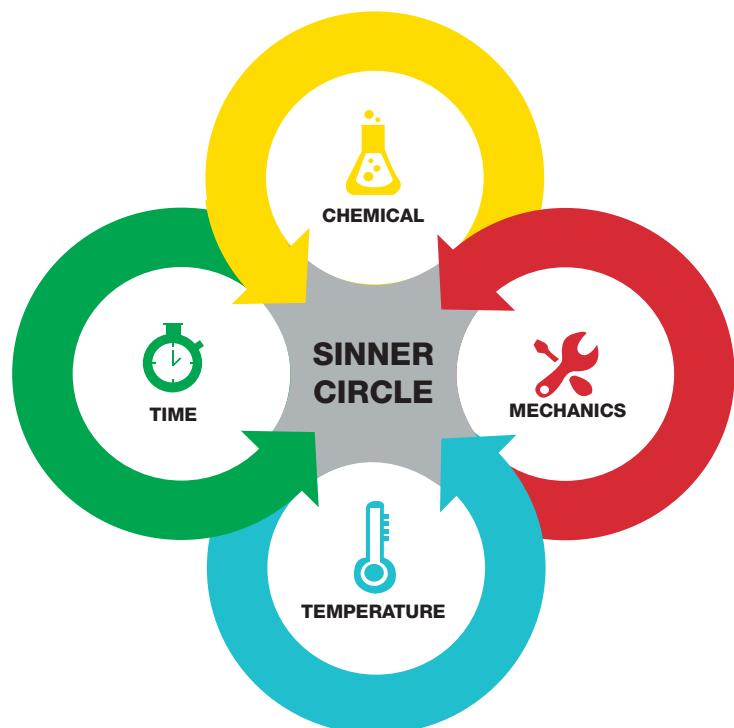


Why do we clean?

Cleaning of your food preparation departments is important because proper cleaning and disinfecting reduces the risk of contaminating food with bacteria that may cause food poisoning.

Cleaning also reduces the chance of pests being attracted to your department and entering the food you are going to sell (physical contamination).

Clean food departments create a good impression for customers. You should therefore adopt a “CLEAN-AS-YOU-GO” principle – cleaning after every task. If we do not, it creates a build-up of dirt which is then more difficult to remove.



A properly balanced sinner circle provides the best cleaning results

Chemicals, mechanical action, time and temperature represent the four principle factors that determine the success of a wash. These four factors, also known as the 'Sinner Circle', are represented in the shape of a circle.

The four factors influence each other and can change in size. When using machines for instance, the mechanical factor will be larger and the other three smaller.

The results also depend on these factors, when cleaning:

- **Chemicals:** This refers to the concentration of cleaning agent used. All chemical elements, such as active substances on the surface and pH values have an influence. The pH value says more about the concentration of the acidic, neutral or alkaline properties in a water solution. The pH value varies between 0.0 and 14.00, where 0.0 is the strongest acidic level represented, and 14.0 is the strongest alkaline value. Moreover, the pH value can only be measured in a water solution.
- **Time:** The time that a chemical (the cleaning agent) takes to work into the dirt.
- **Temperature:** The temperature level influences the cleaning process (e.g. hot or cold water).
- **Mechanical action:** In the form of a water jet from a high-pressure cleaner and/or brushes.

SOME BASIC STEPS TO PROPER CLEANING:

1. Pre-clean: scrape/wipe/sweep away food scraps and any other physical matter.
2. Wash: use hot water and a detergent to take off any grease and dirt.
3. Sanitize/disinfectant: Use a sanitizer/disinfectant to reduce any bacteria down to an acceptable level.
4. Dry: allow to air-dry or dry using a cloth or paper towel.

"CLEAN AS YOU GO"

The principal behind this concept is that a food handler must clean as they go throughout the day, ending every shift with a more thorough clean.

- Cleaning after each task prevents cross contamination.
- Prevents food and bacteria build up on surfaces.
- Prevents food "dirt and grime" sticking and drying on surfaces, making it then far more difficult to clean later.
- Old food attracts pests such as rodents and cockroaches, cleaning as you go greatly reduces the pest threat.
- The habit of regular cleaning and sanitizing reduces the build-up of bacteria that may cause food poisoning.

A definition of cleaning agents:

Sanitizers reduce bacteria on a surface. A sanitizer can also kill bacteria, but generally, to be classified as a sanitizer it needs to reduce the bacteria load by 99.9% within a specified contact time. It is important that the sanitizer is given enough time to work in killing the bacteria – we call this "contact time". Read the instructions carefully to establish this requirement.

Disinfectants kill certain bacteria, viruses, mildews, or fungi also within a specified contact time.

Detergent cleaners simply remove dirt, grit and grime.

In South Africa, all surface sanitizers and surface disinfectants must be registered with the NRCS and must have a NRCS registration Act5 number printed on the label. Combination detergent-disinfectants are available but are generally not as effective. Best practice is to always remove dirt before sanitizing or disinfecting a surface.

SANAS 1853 is the South African accreditation for disinfectants and detergent cleaners for use in the food industry. However, this is not a legal requirement and SANAS test protocols do not cover all types of modern disinfectants, due to the variety of chemicals used.

SANAS 1828 is a standard that specifies general requirements for cleaning chemicals intended for use in the food industry. It does not set out cleaning performance nor does it pertain to any sanitizing or disinfectant properties.

All detergents, sanitizers and disinfectants must have all the relevant information clearly stated on the label.

It is important that the shelf life of concentrated, ready to use and diluted chemicals is strictly adhered to so that the active properties of the chemical remain effective when in use.

All exposed food must be removed/suitably covered before cleaning commences. No food containers may be used for holding chemicals or used in the cleaning process.

Why can't we use domestic cleaning chemicals to clean the store?

It is important to use chemicals that are termed "Food Grade or Food Safe" chemicals. This means that they are safer to use around food than some products we use in our homes (that for example contain ammonia). If the domestic cleaning chemical accidentally spills into food, it could be harmful to a customer in a small or large dose. However, should this happen, the food must be discarded as the taste and quality would be tainted and we cannot take the risk of potential harm to the customer.

Chemical Supplier

The chemical suppliers that are approved by SPAR are listed under the preferred supplier section of this file.

No other chemicals, including house hold chemicals may be used. Chemicals used for cleaning shall be:

- Fragrance free
- No ammonia or caustic chemicals may be used. Chlorine is very effective. The recommended PPM for food use is 200ppm.
- All disinfectants shall be registered according to SANAS 1853 or SANAS 1828
- All containers shall be appropriately labelled, referring to product application.

All bulk containers must either be screen printed or labelled with a pre-printed laminated label. The information that should be present on the chemical should be:

- The supplier's name
- Product name
- SANAS 1828 and/or SANAS 1853 certification
- NRCS registration number is a legal requirement for disinfectants and detergent disinfectants but not for straight detergents.
- Instructions for use
- Safety details

Spray bottles and buckets used for diluting chemicals must have:

- Supplier details
- Product name
- Instructions for use

Consultative visits

1. The consultant from the chemical supplier must visit the store/site at least once per month.
2. The consultant is required to assist and advise on all aspects of cleaning and sanitation in food areas.
3. These visits must be recorded and all actions reported as a record, to be filed and kept in the store chemical file.
4. Any problems identified that may result in a food safety or quality risk, related to the SPAR brand must be reported to the store manager/owner immediately. Should the problem not be resolved it must be reported to the Regional ROM for the store.
5. The chemical supplier must offer staff training, bi-annually and ongoing for new staff members.

Material safety data sheets (MSDS)

Material Safety Data Sheets of all chemicals used must be supplied by the supplier and be available should the need arise.

Operational Manual/Chemical File

The chemical file is:

- To be issued to each retail store by the preferred supplier chemical company. The store manager/owner should sign for possession and responsibility of the file.
- To be stored in a designated area for Food Safety in the manager's office and may never leave the premises.
- To be made available for any food safety audit.

Training

The chemical supplier must offer a staff training service ensuring the correct and effective use of the chemicals, application of cleaning methods and cleaning schedules. All staff must have "induction" training before commencing with duties, following which, bi-annual training is required. A record of the training must be maintained, with a copy placed in the chemical file.

The training record sheet must cover:

- Names of the staff trained.
- Training officer details.
- Description of subject or type of chemical trained on.
- Assessment of staff trained and signature of the staff member.

The training given must include and cover:

- Overview of reasons for cleaning.
- Food handling procedures related to cleaning (with emphasis on avoiding chemical contamination).
- Personal hygiene, with emphasis on hand washing.
- Product usage and safety precautions.
- Cleaning procedures (in detail), including equipment used, equipment cleaned, surface cleaning.
- Re-enforcement of use of cleaning schedules.
- Daily replenishment and ordering procedure (stock take).
- "Clean as you go" policy must be clear.
- Sanitation must be clearly understood.
- Emphasis on deep cleaning of various types of equipment in each department.
- The use of checklists is recommended.



Cleaning schedules

All cleaning operations must be pre-planned and documented. The most effective method of going about this task is by means of cleaning schedules.

Include the cleaning of areas that are cleaned on a less frequent basis and areas that require occasional deep cleaning or cleaning by specialists (frequency and dates must be included).

Cleaning schedules/work instructions (preferably laminated) must be designed and used for each area and for all specialised equipment and must consist of:

- Area to be cleaned
- Frequency
- Cleaning equipment used
- Chemicals used (including dilutions)
- Methods of application
- Responsible staff member
- Responsible supervisor/member of management
- Verification checks

Staff must indicate that they are sufficiently trained in the application and use of the products and cleaning schedules as stipulated in the training programme.

Where “dip tanks” are used, a service manual must be provided, indicating the chemicals used and date of refreshing chemicals, verified and signed off by management.

Cleaning chemical concentrate or dosage must be checked as part of the daily/weekly schedule.

All containers containing cleaning chemicals and dilutions thereof must be clearly labelled. At no time may food containers, buckets or dispensers be used for cleaning chemicals.

At the end of each shift, all chemical containers shall be accounted for, cleaned and re-filled, placed ready for use the next day.

Cleaning Equipment



IMPORTANT! Each department is assigned their own colour of cleaning equipment and the equipment must not be taken to other departments as this can cause cross-contamination.

The colour-coding of cleaning equipment must be:

White	Deli - (Hot & Cold foods)
Blue	Fish Shop/Sushi
Red	Butchery
Yellow	Front of house
Black	Bean Tree/Café
Green	Produce
Orange	Bakery

Brushware

All additives, compounds or colourants used in the brushware must be food grade, be of a recognised standard and must not contain potentially toxic and carcinogenic lead, chlorine, mercury or cadmium. No hollow or flagged fibres are to be used and it is essential that brushware components are secured in such a manner as to leave no possibility of any constituent becoming loose or falling off. Stainless steel staples are used to prevent toxic corrosive rust.

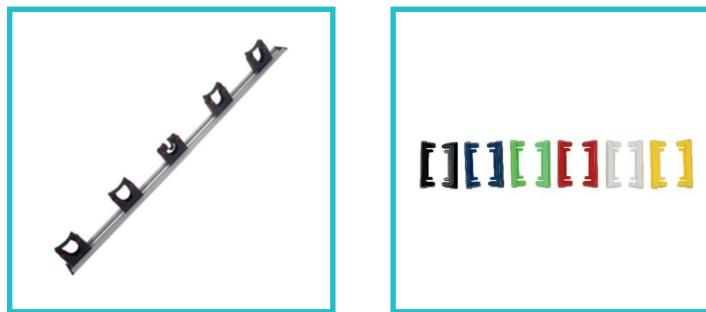
Clearly segregated and distinguished equipment for the following areas:

- Toilets and cloakrooms
- Floors
- Food contaminated areas (high, medium and low risk areas)

Equipment must exclude wood; the thick hygiene plastic should be composed of polypropylene and handles manufactured from aluminium which is anodised (a type of aluminium oxide that is applied using electrolysis, like an electroplating process that protects against oxidation).

Brush bristles must be of coloured material, made from polyethylene terephthalate (PET). These are materials resistant to solvents, chemical cleaning agents and temperatures required for disinfection. Bristles must fit firmly into the base. Brushes must be designed for industrial use (vs domestic use) and brushware must be inspected for any loose bristles.

Brushware must be wall mounted; the food contact surface brushes must be separated from the floor brushes and must be mounted near the sink area.



Wire scourers are not permitted. Industrial use scouring brushes (not metal bristles) are permitted provided they are clean and correctly maintained.



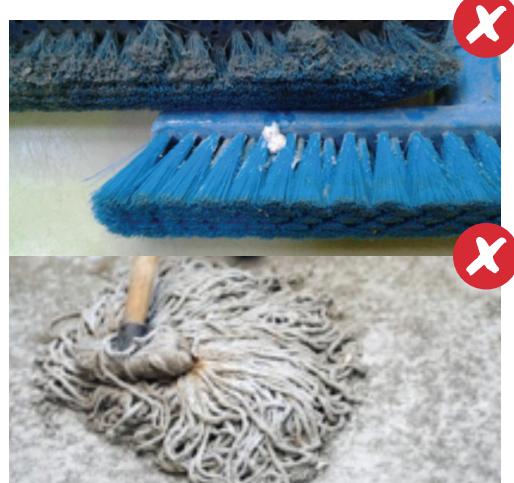
The joints in equipment must be “smooth” and strong. Damaged equipment must be replaced. No “temporary” repairs are accepted.

Mops may not be used in “wet areas” such as butcheries or fish shops.
A separate/segregated set of brush ware is needed per store as per the glass policy.



How to care for your brushware:

Store cleaning brushware (when not in use) in a clean area and hang correctly on a rail off the floor. Between use and if not being stored, place the heads with bristles in a disinfectant. The condition of the equipment must be regularly inspected as part of the daily hygiene inspections. There should be a cleaning schedule in place for the cleaning and disinfecting of the brushware. When cleaning the brushware, all dirt must be removed from between the bristles, any food stuck between the bristles must also be removed especially in the fresh departments i.e. butchery, deli and bakery. Brushware needs to have a high melting point (120°C - 150°C) and be able to withstand the pressure and heat of being boiled as part of the brushware cleaning process. Broken and missing brushware must immediately be reported and ordered.



Mop buckets

Only the double mop bucket system may be used.

At no time may buckets be used or dirty water be left unattended. Water from the mop bucket must only be emptied in drains in the cleaner's area of the store or in the receiving yard. Buckets may not be emptied or replenished in a food preparation area at any time.



Buckets

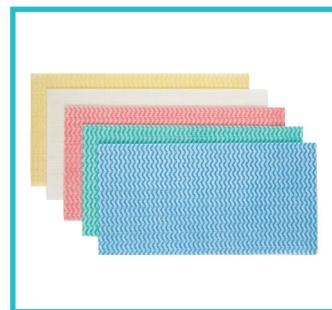
Colour-coded buckets should be used for sanitizing utensils in between use, a double bucket system is required on the work station. Both buckets must have sanitizer (tablet or sachet), one bucket is for cloths only the other bucket utensils only. Knives and utensils must be kept in a sanitizing bucket during food preparation. Do not mix cloths and utensils in the same bucket!

Buckets must be clean themselves - remember to clean them underneath before placing on a clean and sanitized surface!

Cloths

Cloths can be one of the main causes of cross-contamination in a food preparation area, and the following principles must be followed:

- Use colour coded cloths that are disposable.
- Cloths should be used for one day only and thrown away.
- Do not use dish towels, mutton cloth or other woven cloths, because these carry bacteria and would have to be sterilised far too often. They also "break apart" easily and threads could enter food i.e. physical contamination.
- It is necessary to keep to the same colour-coding as the cleaning equipment e.g. red for butchery
- Each person must use their own cloth e.g. the staff member cutting chicken must not be using the same cloth as the person cutting red meat.
- Specific cloths must be assigned to cleaning floors, it is critical that the cloth used to clean the floor or toilets is not used to clean the preparation surface!
- Rinse cloths thoroughly after wiping food debris off surfaces/equipment.
- Store cloths in sanitizer solution in a bucket in between use.



Till points

One till cloth should be issued to each teller per shift. Dirty and smelly till cloths are unhygienic and create a very bad impression for the consumer.



Sanitizer spray bottle and disposable cloth, or sanitizer wipes, must be kept at till points to wipe surfaces. Till surfaces should be cleaned briefly between shoppers, or when a product leaks or spills on the till point surface.

Sanitizer can be used to assist in separating plastic bags for customers. It is important that staff do not “lick” their fingers to sort plastic bags as this creates a very poor impression with customers.

Sanitizer used at till points must be mixed and discarded according to supplier recommendations (some are daily others longer).

Only the SPAR branded till point cloths are to be used at the till points for wiping.

Actirite-D

- Sodium Dichloroisocyanurate is a stabilised form of organic chlorine and is an effective detergent and disinfectant.
- The 3.5g effervescent tablets dissolve instantly in water compared to the traditional granular chlorine.
- Compared to normal bleach (Sodium Hypochlorite), Actirite-D Effervescent Detergent Chlorine Tablets are stable in solution for up to 7 days. The tablets are stable in their dry form for 3 years.
- Significantly more economical than other ready-to-use bleach products.
- 200 Tablets in a tub (3.5mg).
- Eliminates the inconvenience of discarding outdated bleach solution.
- Low foaming.
- Accurate dosing.
- Virtually non-corrosive on hard metals.
- Used in food preparation environments for surface cleaning.

One tab dissolved in 5L of water will provide 250ppm, the ideal solution for all food prep areas and for utensil soaking. (250ppm)

One tab dissolved in 10L is ideal for floors, mops and cloth soaking. (100ppm)

One tab dissolved in 2,5L is ideal for toilets drains, sinks and sluices. (400ppm)

- Test strips can be used for a quick effective test of ppm dilution.
- One-step Cleaner & Disinfectant.

Fast & Effective Against:

- Viruses (HIV-I & HBV)
- Bacteria (E. coli, P.aeruginosa, S.auerus & MRSA)
- Spores (C.difficile)
- Fungi & Yeast



Chlorine (pH) test strips

pH strips are pieces of paper that change colour depending on the pH – the acidity or alkalinity of a liquid. The strip of filter paper is soaked with different pH indicators and allowed to dry. It is best practice to have a roll of test strips in the store always and for management to periodically walk the fresh departments and check that the pH level of the sanitizer solution in the buckets is of an acceptable level.



Sanitizing trolley wipes

Sanitizing trolley wipes supplied at the entrance to stores provides a great service to your customer, allowing customers to clean and sanitize their hands, trolley and basket handles.

Two types of sanitizing hygiene wipes are available - paper based biodegradable wipes OR polypropylene wipes that can be recycled with your normal plastic recycling products. The stands are specifically branded for SPAR stores. Both stands have waste bins that need to be emptied regularly. Stands are free on loan to SPAR stores. Stand allocation is dependent on usage.

The “bucket” stand is the regular stand supplied to stores. The bucket of trolley wipes is supplied pre-threaded therefore servicing of the stand is quick and easy. Empty buckets can be used for general cleaning purposes in stores or donated as part of the store social responsibility programme. The red SPAR stand is supplied to the higher volume use stores. The refills need to be threaded through the stand aperture.



Other cleaning equipment

Mobile vacuum cleaners must be regularly cleaned. Suction pipes must be inspected for breakages. Temporary repairs e.g. taped together is not allowed. The use of water should be kept to a minimum.

Hoses or high-pressure hoses must be secured off the floor. Hoses need to be maintained and inspected regularly. High pressure hoses may not be used during preparation as the spray may contaminate the food. Only food grade hoses may be used.

The hose must be dedicated to the department of use i.e. If used in the butchery then must only be used to clean the butchery. The hose must form part of the cleaning schedule.



Storage of cleaning stock

Chemicals must be stored in a dedicated, secure area in the store (off the floor, preferably in a cage in the back up area or stockroom). Access to the area must be limited to the nominated person/s responsible for the chemicals. The area must be kept neat and dry. Stock must be checked daily/weekly as required. Orders should be placed timely to avoid running out or last minute/emergency orders as special deliveries incur costs.



IMPORTANT! NO CLEANING CHEMICALS TO BE STORED WITH FOOD ITEMS.

Safe Handling of Cleaning Chemicals:

- Do not mix cleaning chemicals - this is very dangerous!
- Never mix two chemicals from suppliers.
- Wear appropriate PPE if necessary - refer to the cleaning chemicals supplier **data** sheets.
- Always store the cleaning chemicals in their original packaging.

Recommended chemical controls

1. Staff must be trained in the dilution, use and application of chemicals.
2. All dispensers/spray bottles must be filled at the close of day or **before** the morning shift commences.
3. All dispensers, and spray bottles must be kept clean.
4. The correct chemical must be placed in the spray bottle.
5. Spray bottles must be correctly labelled.
6. Sanitizer solutions in buckets must be refreshed according to the length of time the product is active for, this varies between 3-4 hours according to the chemicals supplier's instructions or more frequently when required (water is dirty).
7. Every work area that requires a cloth or equipment to be on hand must be equipped with buckets, where a staff member is working.

Washing Dishes

Every store must be equipped with a double sink for washing dishes only and a single sink for the washing and preparation of food ingredients/products only. The sink and taps should be in good repair, the plumbing must be in good order as to drain the water quickly and efficiently, no leaks or blockages. The sink must be equipped with plugs and a waste water disposal unit approved by the local authority. Dirty equipment/dishes may not be left to accumulate in the scullery area. They must be washed as soon as possible. No dirty dishes are to be left overnight unwashed.

All loose dirt must be scraped/wiped off using a scraper or paper.

The various chemical suppliers may recommend the application of a degreaser to assist with the washing up and removal of dirt and grease. Pots and pans must be placed in a deep sink to soak immediately.

Dishes must be washed, rinsed and left to dry. No dirty equipment may be placed amongst clean equipment.

Drains

Drains require a weekly cleanse with a degreaser. Jeyes fluid is not allowed! Dirty drains will cause odours and attract pests.

Grease/fat trap maintenance

The grease trap is to be maintained daily by the staff in the relevant department or by a contractor employed for this purpose.

Below are the simple steps to follow:

1. Clean the grease trap when no customers are in the store, prior to opening or after closing.
2. Ensure that no open/exposed food equipment is in the immediate vicinity. Remove the cover.
3. Slowly lifting the basket inside (one or two) and pull it out allowing the liquid to drain out.
4. The fatty solids are trapped in the basket as it is lifted.
5. These solids are to be wiped out using paper towel or similar cloth and disposed of in the refuse bin.
6. The basket is to be washed in hot soapy water.
7. The basket is to be replaced and the process repeated with a second basket.
8. Once both baskets have been replaced the cover is then closed and the hatch secured.
9. Hot water is to be run through the nearest sink for approximately 30 seconds.
10. Enzyme treatment for grease traps may be used. In this case the supplier's instructions must be followed.

Essentially, we are removing the bulk of the fatty solids from the waste water before it is expelled into the sewerage system. By not removing the fatty solids this would mean the grease will clog up our drainage systems and essentially clog up the municipal system. By law we are required to make use of the grease traps.

If not cleaned daily, this will result in an unpleasant odour occurring because of rotting food materials, risk of contamination, unpleasant to clean and cleaning and disposing of the large fat build up becomes a drainage problem.

Never dispose of fat in any drain, including storm water drains. If this is done the store may be fined by the local authority.



Extraction ducts and ventilation systems

It's important to clean these frequently, as dust and grime can build up and cause bacteria to grow and attract pests. Furthermore, the build-up of grime/grease can create a fire hazard.

Extraction hoods must be clean, functional and well maintained.

A certified cleaning company needs to be appointed for the cleaning of the extraction ducts. This must be done bi-annually.

It is important to use a reputable company.

Spectank®

It is best practice to have a Spectank® instore. The tanks are used for the removal of heavily carbonised spoilt food equipment i.e. deep fat fryer baskets, bakery and HMR baking trays, bread tins. Normally the tank is kept in the bakery department but also services the HRM department's equipment.

1. The Spectank® must always be plugged in and the plug switched to the “On” button.
2. Make sure that the green power light is on. The red pilot light is on when the Spectank® is drawing power to the element.
3. All equipment placed in the Spectank® must be rinsed and free of food.
4. Remove the lid from the Spectank®, open the lid away from you (the contents are hot).
5. Make sure that the solution level is approximately 100mm – 200mm from the rim of the tank. Note: Water levels drop under normal circumstances. Fill the Spectank® with water as required - avoid splashing.
6. When placing smaller items into the tank, raise the basket by pulling upwards on the handles and inserting the handles over the “pegs” located on the inside rim on either side of the tank. Load the basket, and upon completion, lower the basket into the tank, close the lid.
7. Allow to soak for between 1 and 24 hours, as required.
8. To remove items from the Spectank®, open the lid away from you (the contents are hot), raise the basket by pulling upwards on the handles and inserting the handles over the “pegs” located on the inside rim on either side of the tank.
9. Ensure that any items being removed from the Spectank® that contain solution are emptied back into the Spectank®.
10. Check water level and add water if necessary, skim surface oil/fat from tank and remove to refuse bin - close the lid.
11. Rinse equipment thoroughly with clean warm water.
12. Repeat steps 6 – 11 until all equipment is clean.



Any items/surfaces that encounter food must be kept clean. There are some areas we often neglect, e.g. door handles, taps and the actual sanitizer bottles that sit on our preparation surfaces! Do a visual check each day to see that all surfaces and items are clean. Utilise the cleaning schedules provided in the file.



Chopping boards

No wooden chopping boards must be in use. Wash all boards thoroughly, and place in a sanitizer solution in a white lug. Place on clean stainless-steel wire racks to dry.



Doors

It is as important to clean doors as it is to clean the walls. If swing doors are not in place, then it is very important to clean the door handles constantly, since many people touch the door handle during the day.



Plastic curtains

These are constantly being handled by staff and so need to be cleaned weekly.

Ceilings

Ceilings must be cleaned since they are directly over food preparation surfaces. Build-up of dirt attracts bacterial growth and pests. Pay attention to the areas around air conditioner ducts and extractor fans. Ceilings must be cleaned monthly.

Waste bins

Bins must be covered with lids and lined with bin liners. Keep them clean (especially handles), and empty frequently.

Fridges and freezers

A suitable sanitizer should be used to clean all internal surfaces which must then be dried thoroughly. Spills should be cleaned up immediately.

Do a full clean on fridges weekly, and monthly on a 3-deck deep freeze. Clean fans regularly as these accumulate a lot of dust! Clean plastic seals, under shelves and the walls behind the racks. Racking should not be rusted.

Defrosting – if refrigerated units do not defrost automatically, defrosting should be carried out regularly and in accordance with manufacturers instructions. When ice builds up, it increases the cost of maintaining the correct temperature.

How to clean your refrigerator and deep freezer cabinets

(cleaning instructions courtesy of Colcab)

1. Care of enamelled steel sheeting:

- Sponging with soapy water: use a sponge and warm water with light washing detergent for thorough sponging of the cabinet exterior
- Rinsing with clean water: thoroughly remove all traces of soap by rinsing - possibly using several changes of clean water and wiping dry
- Polish with a soft cloth

2. Care of plastic parts

- Wash down by sponging with warm water containing light washing detergent
- Rinse with clean water several times, paying special attention to grooves
- Never use cleaners containing abrasives. The plastic surfaces may become unsightly, dull or damaged. Scouring powders are not suitable

3. Care of stainless steel

- Sponge thoroughly with a weak solution of warm water and light washing detergent. Do not use scouring powders or chemical solvents on stainless steel
- Rub dry thoroughly, because any moisture left may promote rust formation. Chamois leather, suede or linen cloth are suitable, but not woollen material because the lint left behind is difficult to remove

4. Care of aluminium

- Ensure you have identified aluminium correctly – it has a dullish silver sheen, whereas chrome or stainless steel are shinier. If in doubt, test by a magnet – a magnet will not stick to aluminium
- Thoroughly clean all parts with warm water and light washing detergent
- Rinse using several changes of water – ensure that all soap is removed because it will stain the metal
- Dry all parts thoroughly, especially in the grooves where dirt and water will accumulate, and polish

5. Care of glass parts

- Use light washing detergent and rinse well with warm water
- Dry with chamois or soft cloth

6. Care of rubber parts

- Clean with a brush and plain water

7. Care of underneath of the cabinet

- Cabinets of recent design have sufficient floor clearance, and thorough cleaning below the unit is no problem. Ensure that it is done regularly, or dirt will become trapped and then difficult to remove, with possible odours and pests attracted

Cleaning your equipment

Safety guidelines on butchery equipment

- Ensure all electrical wires are sealed and clean.
- All on/off switches must be in working order and must not be damaged.
- Do not override or tamper with safety switches.
- Do not remove scrapers or switches from any pieces of equipment. They are there for a reason.
- All equipment must stand firmly with all legs on the ground.
- Never use crates or something similar to stand on if equipment is too high to reach.
- Ensure floors around equipment are kept dry at all times.
- Never engage in a conversation whilst operating the equipment.
- Do not wear jewellery or loose clothing when working on the equipment.



BANDSAW

Method:

Clean the bandsaw properly at least once a day using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants. Disconnect the machine from the main power supply.

- Loosen the top nut and take off the blade
- Remove the top wheel
- Remove the blade scrapers
- Remove the sliding table
- Remove the fixed table
- Remove the T bolt and clean thread
- Clean all loose parts and the base of the bandsaw
- Clean all loose parts as follows:
 - Underneath the sliding table
 - Underneath the cutting table
 - The grooves of the wheels
 - The scrapers of the blades
 - The blades
 - Inside the top and bottom doors
- Use hot water at 40°C - 60°C together with detergent to wash and scrub all the above parts
- Wash the bandsaw ensuring it is clean from grime and grease
- Mix a solution of hot water and disinfectant then wash the bandsaw and all the above parts
- Rinse all parts with clean hot water
- Sanitize with sanitizer in a spray bottle and allow to air dry
- Do not rinse



MEAT TENDERISER AND STRIPCUTTER

Method:

Clean the tenderizer properly at least once a day using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Using a pair of safety cleaning gloves, dis-assemble the cradle assembly by removing the strippers first and then both blade assemblies
- Rinse the blade assembly in a bath of hot water at 40 - 60°C to loosen particles
- After particles are loosened, submerge all items in a hot bath at 40 - 60°C adding the detergent and clean using a brush
- Be sure to remove all meat build-up and ensure the tenderizer is clean from grease and grime
- Mix a solution of hot water and disinfectant then wash all the parts
- Rinse all parts with clean hot water
- Sanitize with sanitizer in a spray bottle and allow to air dry
- Do not rinse

Cleaning and disinfection at the end of the day is an essential routine procedure aimed at removing and destroying undesirable substances and organisms which may have a harmful effect on the consumer or the products.



SAUSAGE FILLER

Method:

Clean the filler properly at least once a day using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Dismantle the filler and remove all attachments
- Where applicable, remove the chamber/barrel daily to wash the piston
- Remove the O-ring on the barrel and piston and clean the grooves
- Use hot water at 40 - 60°C together with detergent to wash and scrub the barrel, piston and all parts
- Clean nozzles thoroughly using a nozzle brush, and wash the whole filler
- Mix a solution of hot water and disinfectant and wash the whole filler, barrel, piston and all parts
- Rinse all parts with clean hot water
- Where applicable, remove piston and O-ring to wash underneath
- The chamber must be cleaned daily
- Remove the chamber/barrel and wash under the piston
- Take care not to damage the nozzle tips
- This will tear the casing and smear the product
- Wash nozzles well because dirty nozzles will contaminate fresh product
- Rinse all parts with clean hot water
- Sanitize with sanitizer in a spray bottle and allow to air dry
- Do not rinse



MINCER

Method:

Clean the mincer properly at least once a day using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Dismantle the mincer and remove all attachments
- Remove lock ring and inside parts: worm, knife and plate
- Remove the barrel with a ring spanner, supplied with machine
- Use hot water at 40 - 60°C together with detergent to wash and scrub the above parts
- Be sure to remove all meat build-up from the plate surface and edge as well as from its seating area on the grinder ring so that it fits perfectly
- Clean threads on the head so the end rings tighten easily by hand
- Wash and disinfect the stomper daily
- Clean infeed safety grid top, bottom and holes using a brush
- Clean the machine base
- Mix a solution of hot water and disinfectant and wash the mincer, plates, knives and all the above parts thoroughly
- Rinse all parts with clean hot water
- Sanitize with sanitizer in a spray bottle and allow to air dry
- Do not rinse



VACUUM PACKING MACHINE

Method:

Clean the vacuum packing machine properly at least once a day or as often as required throughout the day using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Use hot water at 40 - 60°C together with detergent to wash and scrub the vacuum machine
- Mix a solution of hot water and disinfectant and wash vacuum machine and all parts
- Remove trays and wash and sanitize
- Clean the sealing bar (top and bottom) with damp cloth
- Clean inside of the machine (chamber with trays removed). Also clean inside the lid/plexiglass
- Clean the base of the machine
- Rinse all parts with clean hot water
- Sanitize with sanitizer in a spray bottle and allow to air dry
- Do not rinse



BILTONG CABINET

Method:

Clean the smoking cabinet properly after every cycle of biltong drying using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Remove the hooks, rails and drip tray
- Use hot water at 40 - 60°C together with detergent to wash and scrub the biltong cabinet
- Mix a solution of hot water and disinfectant and wash biltong cabinet and all parts
- Clean inside of the machine (cabinet with trays removed) and the drip tray
- Rinse all parts with clean hot water
- Sanitize with sanitizer in a spray bottle and allow to air dry
- Do not rinse



BOWL CUTTER

Method:

- Switch off power and open the machine, clean the blade very carefully
- Use the correct cleaning agent for the machine
- Clean the exterior of the machine
- Clean interior of machine
- Clean the blades
- Clean the underside of the lid
- Rinse all parts with plenty of hot water
- Sanitize with a sanitizer in a spray bottle and allow to air dry
- Do not rinse

HMR equipment

Safety guidelines on HMR equipment

- Always ensure that you are using food-safe cleaning detergents – not household cleaning products. Never use a scourer or a knife to remove dirt as you will scratch the steel.
- When cleaning any steel (stainless, mild or alloys), do not use detergents that contain ammonia or chlorine to clean as they will corrode (and mark) the steel.
- Never use excessive water when cleaning your electrical equipment; and always ensure that equipment is turned off at the wall BEFORE you begin to clean and disassemble the unit. Always ensure that all working parts have been replaced correctly BEFORE you supply power to the unit again, as incorrectly inserted parts will damage the machine.



INDUSTRIAL MICROWAVE

Using a soft, damp cloth and a mild detergent, gently wipe the outer casing of the unit. Always clean behind the handle and remove any build-up in these hard to reach areas.

Once the outside has been cleaned, open the door and wipe the heating chamber to remove any fats or spills. There is no plate to remove in an industrial microwave.

Using a damp cloth, clean inside the grooves on the seal of the door.

COMBI OVEN

The digital combi steamer has a variety of “self-cleaning” programme. Select the desired cleaning programme (longer time for a very soiled oven or a shorter wash cycle for a slightly soiled oven).

While the cleaning programme is operating; using a soft, damp cloth and a mild detergent, gently wipe the outer casing of the unit – remember to clean on top of the oven to remove any dusty grease build-up and behind the handle too. Do not attempt to open the oven until the cleaning programme is completed.

Remove all items from the oven stand and wash the stand, cleaning in the rails with a brush to remove any build up.



Once the oven has completed its wash cycle; open the door and slide the wire shelves out and lift the holding racks slightly to remove them. Place the shelves and the racks in a sink with hot soapy water and scrub with a brush to remove any carbon build-up. Wipe the cooking chamber out with a damp cloth to remove any excess soap or water – replace the scrubbed racks and shelves.

ELECTRONIC SCALES

Gently remove the steel weighing plate and wipe clean using a soft, damp cloth and a mild detergent. Then wipe the rest of the unit down and replace the weigh plate.

COOKING COMBI UNIT

Open the over door and slide the wire shelves out – place in a sink with hot soapy water and scrub with a brush to remove all the debris. Spray the oven with a suitable cleaner (most grease strippers are caustic based – gloves should be worn), allow the grease stripper to settle while you clean the rest of the unit.

Remove the gas burners on the grill and soak them in hot soapy water, using a brush to remove any build up. Repeat this process with the stove if it is gas; if it is electrical, simply use a cloth and a mild detergent to clean the plates. Remove the grill under-shelf (where applicable) and wash before replacing. Once the unit has been cleaned, replace the burners.

Using a soft, damp cloth and a mild detergent gently wipe the rest of the unit, including the handles. Lastly, using a damp cloth and plain warm water wash out the oven chamber and remove all traces of the oven cleaner. Re-insert the wire racks.

CHICKEN ROTISSERIE (SINGLE OR DOUBLE)

Open the door and remove the baskets one by one pressing the rotary (□) key to start and stop the movement. The baskets should be placed in a sink with hot soapy water to soak for a few minutes before scrubbing with a brush to remove any debris.

Carefully remove the rotary wheel by lifting the left-hand side slightly, then pull the bar across towards the left and lift out the roasting chamber. The wheel also needs to be scrubbed in hot soapy water.

Remove the two base plates and scrub both in hot soapy water (removing the soiled foil first).



Leave the fat tray/drawer in, as this will collect any excess water when you wash the roasting chamber.

Unscrew the two wing nuts at the top of the unit, to remove the light cover plate – this also needs to be soaked and scrubbed before re-attaching.

Using a soft, damp cloth and a mild detergent clean the roasting chamber thoroughly. Be careful when cleaning near the light at the top as you have removed the cover plate.

Once the chamber is clean and the various components have been scrubbed, remove the fat tray/drawer - empty and wash.

Using a soft, damp cloth and a mild detergent gently wipe the outer casing of the unit.

We recommend that the two base plates are covered tightly with aluminium foil, as well as the shaft of the rotary wheel, before they are placed back in the cleaned unit. This makes for much easier cleaning. Under no circumstances should foil ever be placed in the baskets, or the base plates left out.

First replace the fat tray/drawer, then the two base plates followed by the wheel; put the right side in first (ensuring that the two pins on the arm are in the two slots on the wheel) then gently drop the left-hand side onto its rest.

Replace the light cover and tighten the wing nuts sufficiently so that the cover doesn't fall off during cooking.

TILTING FRYING PAN

Lift the pan lid, pour a small amount of hot soapy water into the cooking trough and wash the sides and base. Then slowly tilt the pan by turning the handle and pour out the soapy water. While the pan is tilted, clean under and behind the pan with a soft, damp cloth and a mild detergent – using a small brush in any hard to reach areas. Wipe down the underbars, the side panels and the handle.

Tilt the pan back into its original cooking position and wash the lid. When you are done, using a soft cloth and plain, clean water, wipe out the trough to remove all traces of soap.

MEAL MERCHANTISERS (hot & cold – assorted sizes)

Gently lift the base panel out of the unit and using a soft, damp cloth and a mild detergent wipe the panel clean. Remove any debris under the panel (such as crumbs) before replacing the panel. Wipe down the shelves, the backing plate and the glass sides. Use paper towels to wipe excess moisture off the glass and remove streaks.

Wipe the top off every day as it gathers dust quickly.

Once a week remove the shelves by lifting them slightly, to clean behind the shelves and remove any build up.

BOILING TABLE

Remove the top cooking grids and the burner heads – soak these in hot soapy water and scrub with a brush to remove any carbon build-up.

Remove the steel under-shelf to wash thoroughly.

Wash the frame (including the legs!) then replace the dried under-shelf.

Once the burners have been scrubbed, rinse them under clean running water and shake out any excess moisture, dry the outside and replace in frame. Lastly, replace the cooking grids. In the event of your burner holes being blocked, simply insert a clean toothpick into each hole and then wash as explained above.

PRESSURE FRYER OIL FILTERING UNIT

Before oil can be emptied into the filtration unit's trough, ensure that the filter paper is placed over the diaphragm correctly and that the pipe opening is not covered by the filter paper.

Make sure that there are no foreign objects in the trough and that all the pipes are firmly attached. Once these points have been checked wheel the filter under the pressure fryer's oil outlet pipe, slide the filtration unit's lid off and open the fryer's outlet pipe by turning the lever.

Once you have removed as much oil as possible, close the outlet pipe (turning lever in opposite direction) and move the filtration unit to the side and slide the lid back over the trough.

Once the oil has been pumped back into the fryer, remove the hose and wipe it down thoroughly with a damp cloth and a hot soapy solution.

Remove the filter diaphragm and the filter paper. Wash and dry the diaphragm thoroughly and discard the soiled filter.

Wash the trough out and dry thoroughly before re-attaching the diaphragm (covered with a clean filter paper) and hose.

PRESSURE FRYER

Drain out the oil (make certain that the fryer is not in cook mode!) by opening the oil outlet pipe.

Release and open the lid and carefully remove the rubber 'O' ring off the lid – wash it in hot soapy water, rinse it under cold water and place in a container in the fridge to soak overnight.

Using the lifting tool provided, remove the heat distribution plate and place in hot soapy water.

Then lift the base well (using the lifting tool) and twist it out; should it be too tight to remove without excessive force dislodge it from underneath the fryer by pushing it up and twisting it in your hands.

Once the base well has been removed, take the rubber 'O' ring off the top – wash it in hot soapy water, rinse it under cold water and place in a container in the fridge to soak overnight.

Place a clean and empty meat crate (or something similar) under the opening of the cooking chamber (where the base well was).

Use a palette knife (plain edge – not a serrated one) to remove the ring of the crumbs around the top of the cooking chamber.

Using the long brush provided, clean behind and between the elements, then using a soft cloth and hot soapy water, wash the inside chamber of the machine thoroughly. Once all the dirt and oil has been removed, rinse with clean water and wipe to remove any moisture.

Once the machine is clean and dry inside, wash and dry the outside, cleaning thoroughly in the hard to reach places around the lid and the legs.

Take the extra set of 'O' rings that were soaking in the fridge from yesterday and place the larger ring around the lid and the smaller one around the base well – make sure that they are in the correct position – fitting snuggly in the groove.

First remove the crate from under the fryer, then put the base well back through the top of the machine. Taking the long rod provided, jab the bottom of the base well until it is firmly in position (the base will be completely sealed when it is in the correct position).

Then place the heat distribution plate back in the oil well and make certain that the oil drainage tap is closed.

Wheel the oil filtration unit back to the fryer, place the hose nozzle between the cooking chamber wall and the elements and flip the filtration toggle to the "On" position, and pump the filtered oil back into your fryer.

Once the oil has all been pumped back, wheel the filtration unit back to its storage position.

FREE STANDING DEEP FRYER (SINGLE OR DOUBLE)

Allow the elements sufficient time to cool before draining the oil – as leaving them hot and dry will damage the elements. Once the elements have cooled, tip the control panel and elements backwards, so that the elements are out of the oil well.



Ensure that the oil catch vat/container is under the tap of the oil well you intend draining – and that the well is clean, dry and free of any foreign objects.

Place a clean conical filter paper in the conical oil filter under the drainage tap and open the tap by turning the lever.

Once all the oil has drained from the well, close the drainage outlet by turning the tap in the opposite direction. Pour a small amount of hot soapy water into the oil well and wash the sides and base.

Gently wash the elements with a brush - be cautious not to damage any fine wires around the elements when cleaning. Wipe with a soft cloth and clean water to remove any traces of soap.

Once all the oil and crumbs have been removed from the sides, drain the soapy water out of the oil well and close the drainage tap again - discard the water.

Pour a small amount of clean water into the well - and remove all traces of soap - drain the water and wipe out the well to remove any excess moisture.

Once the machine is clean and dry inside, wash and dry the outside of the machine – cleaning thoroughly in the hard to reach places and around the legs.

Make sure that the oil well is clean and dry, and that the drainage tap is closed before you pour the filtered oil back into the oil well.

Should you have a double fryer repeat the above listed steps with the second oil well.

COUNTER TOP DEEP FRYER (SINGLE OR DOUBLE)

Allow the elements sufficient time to cool before draining the oil – as leaving them hot and dry will damage the elements. Once the elements have cooled, tip the control panel and elements backwards, so that the elements are out of the oil well.

Ensure that the oil catch vat/container is clean, dry and free of any foreign objects.

Place a clean conical filter paper in the conical oil filter over the oil vat – ready to pour the used oil through. Carefully lift the oil container (well) out of its frame, and slowly pour the oil through the prepared filter.

Once all the oil has been emptied, place the container in hot soapy water and clean thoroughly.

Wash the frame of the fryer and remove any excess moisture.

Gently wash the elements with a brush – be cautious not to damage any fine wires around the elements when cleaning. Wipe with a soft cloth and clean water to remove any traces of soap.

Make sure that the oil well is clean and dry before you pour the filtered oil back into the oil well.

Should you have a double fryer repeat the above listed steps with the second oil well.

PRESS TOASTER (4 or 9 slice)

Allow the toaster sufficient time to cool down before attempting to clean it.

Remove any foil (if applicable) from the toaster plates and discard.

Using a grease removing detergent, a soft cloth and minimal water, clean the top and bottom plates and the outside parts of the toaster, including the handle – using a brush to clean the hard to reach areas.

Once all the oil has been removed, use a soft cloth and plain water to remove any traces of caustic cleaner.

We recommend that you cover the top and base plates with heavy duty aluminium foil after cleaning each day. The foil will make for easier cleaning and avoid carbon build up on the heating plates. The foil is to be discarded at the end of each day.

CHEESE SLICER

Method:

Clean the cheese slicer properly after cutting cheese daily using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Remove all pieces of cheese from the wire and underneath the slicer.
- Mix a solution of hot water and detergent then wipe the slicer and the wire.
- Sanitize with sanitizer in a spray bottle and allow to air dry.
- Do not rinse.

Cleaning and disinfection at the end of the day is an essential routine procedure aimed at removing and destroying undesirable substances and organisms which may have a harmful effect on the consumer or the products.



MEAT SLICER

Method:

Clean the meat slicer properly at least once a day using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

Unplug the machine from the main power supply

- Set the blade to zero.
- Wipe away food particles with a cloth or gentle scrub pad.
- Disassemble the slicer by removing the product tray, blade plate and guard. If your model has a knife sharpener, remove that as well.
- If your unit has a blade removal tool, it is highly recommended that you use it. If not, be thorough when cleaning the blade. Clean the back and front.
- Insert a clean cloth between the blade and blade guard and work it along the entire backside of the blade to remove residue.
- Clean the following parts using a small brush:
 - Scrub seams, screws, handles and knobs
- With your protected hand, use the cloth to wash the entire slicer, including the areas you scrubbed earlier. When washing the blade, move from the center going outward.
- If the slicer has a center hole at the blade, clean it with a small brush.
- Use hot water at 40 - 60°C together with detergent to wash and scrub all the above parts.
- Mix a solution of hot water and disinfectant then wash the meat slicer using a cloth.
- Rinse all parts with clean hot water.
- Sanitize with sanitizer in a spray bottle and allow to air dry.
- Do not rinse.



FLAT TOP GRILLER

Method:

Clean the flat top griller properly twice daily after frying food using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Allow the flat top griller to cool before cleaning.
- Remove all food particles and wipe the grease from the griller using a scraper.
- Remove the fat collection draw and drain the fat.
- Ensure you clean the fat draining channel with a solution of hot water and detergent.
- Spray the top with an oven cleaner (most grease strippers are caustic based – gloves should be worn); allow the cleaner to settle for a few minutes before scrubbing and while you clean the rest of the unit.
- Mix a solution of hot water and detergent and use a cloth to wipe the griller.
- Sanitize with sanitizer in a spray bottle and allow to air dry.
- Do not rinse.



FLAME GRILLER

Method:

Clean the flame griller properly daily using the National Regulator for Compulsory Specifications (NRCS) registered detergents and disinfectants.

- Allow the flame griller to cool before cleaning.
- Remove all pieces of grilled meat or food particles from the grids.
- Remove the grids and the grease drip tray then remove all excess fat.
- Wipe the griller then spray it with a suitable cleaner (most grease strippers are caustic based – gloves should be worn); allow the grease stripper to settle while you clean the rest of the unit.
- Soak the grids overnight in a soak tank if available and use a grill brush for scrubbing.
- Mix a solution of hot water and detergent and using a damp cloth gently wipe the rest of the unit including the handles.
- Lastly, using a damp cloth with plain warm water, wash out the griller and remove all traces of the grease stripper. Re-assemble the grill.
- Sanitize with sanitizer in a spray bottle and allow to air dry.

BAKERY EQUIPMENT



Safety guidelines on bakery equipment

Never use chlorine or ammonia-based detergents to clean your bakery equipment as they corrode steel.

Ovens, trolleys, baking trays and fryers will require a heavy-duty grease removing agent, and all other equipment should be cleaned with a mild detergent.

Should your pans be rubberised (silicone coated) – do not, under any circumstances, place the items in a caustic solution (i.e. a spec-tank) or use metal objects to scrape them – as you will destroy the coating.



Never attempt to wash a hot oven!

ROTARY RACK OVEN

Open the door and spray suitable oven cleaner in a warm baking chamber – don't forget to spray the window. Close the door and allow the chamber to cool further.

While the chamber cools, using a mild detergent in hot water and a soft cloth, begin cleaning the outside panels, around the handle and the window – use a brush to clean in the corners of the window and behind the handle.

Remove the stainless-steel ramp leading into the baking chamber and clean underneath it – sweep away any debris and replace the cleaned ramp.

Open the oven door and begin cleaning the door – remembering to clean the window. It may be easier to scrub with a brush first and remove the detergent with a soft cloth and clean water later.

Once the door is clean, the chamber should be cool enough to start scrubbing – the roof panel, the side panels and the floor. Wipe down all the scrubbed surfaces with a soft cloth and clean water – be sure to remove all traces of the caustic cleaner.

DECK OVEN

Open the doors and spray suitable oven cleaner in a warm baking chamber – don't forget to spray the windows. Close the door – and allow the chamber to cool further.

While the chamber cools, using a mild detergent in hot water and a soft cloth, begin cleaning the outside panels, around the handles and the windows – use a brush to clean in the corners too – but be careful not to wet them in the process.

Lift the oven door and begin cleaning the window and frame. It may be easier to scrub with a brush first and remove the detergent with a soft cloth and clean water later.

Once the door and window are clean, the chamber should be cool enough to start scrubbing – the roof panel, the side panels and the base. You will need to have an extra length brush to reach far enough into the individual decks to clean them.

Wipe down all the scrubbed surfaces with a soft cloth (use your oven rods to reach the back of the oven) and clean water – be sure to remove all traces of the caustic cleaner.

PROVER

Open the prover door, and with a mild detergent and hot soapy water, start washing the roof, side walls and lastly scrub the floor. The inside panels of the doors may require scrubbing to remove any mould-like build up.

Clean thoroughly around the water boxes.

Wipe down all the scrubbed surfaces with a soft cloth and clean water – be sure to remove all traces of the detergent.

Close the door and begin cleaning all the outer panels of the prover. Be careful not to mess water on the control switches in the process.

Using a soft cloth and clean water, wipe down the outer panels to remove all traces of the detergent.



SPIRAL DOUGH MIXER

Push the mixer forward to sweep around and under the mixer and allow you space to wash the wall behind the mixer.

Lift the guard of the mixer and remove any dough still in the bowl or attached to the spiral.

Using a mild detergent, hot water, a soft cloth and a brush, start by scrubbing the spiral and the bowl. Then wash the rest of the machine, dropping the guard to scrub it and remove any dried dough and flour.

Wash the outside of the mixing bowl and in between the bowl and the mixer. Don't forget to scrub the feet.

Be careful not to mess any water on the controllers as you clean the control panel.

Using a soft cloth and clean water, wipe down the entire machine to remove all traces of the detergent.

WATER METER

Using a damp, soft cloth with hot water and a mild detergent, wipe down the water meter box and control panel. Do not use excessive water when cleaning this unit.

HYDRAULIC DOUGH DIVIDER

Lift the lid, take a soft scrubbing brush, hot water and a mild detergent, and scrub the inside of the divider and then the rest of the machine.

Pay attention to the hard to reach areas.

Using clean water and a soft cloth, wipe the entire machine down to remove all traces of the detergent and any excess moisture.

Always leave the divider lid open after cleaning so that it can air dry thoroughly.

BUN DIVIDER

Remove the dough dividing plates and place them in hot soapy water to soak for a few minutes, before scrubbing them with a soft brush. Once they have been scrubbed, rinse them under clean running water and allow them to dry.

Take a soft scrubbing brush, hot water and a mild detergent, and scrub down the entire machine. Start at the top, with the handle, scrub the top, both pressing plates and lastly, the base of the machine.

Using clean water and a soft cloth, wipe the entire machine down to remove all traces of the detergent.



BREAD DOUGH MOULDER

With the machine running, take a plastic scraper and run it along the belt to remove any dough particles. Then switch the machine off at the wall.

Take a soft, damp cloth, hot water and a mild detergent, and wipe down the entire machine. Start at the top with the dough hopper and clean the side panels, catch tray, the stand and the wheels.

Using clean water and a soft cloth, wipe the entire machine down to remove all traces of the detergent. Avoid wetting the belt during the cleaning process. The belt can be wiped with a damp cloth.

ROLL MOULDER

With the machine running, take a plastic scraper and run it along the belt to remove any dough particles. Then switch the machine off at the wall.

Take a soft, damp cloth, hot water and a mild detergent, and wipe down the entire machine. Start at the top, clean the side panels, catch tray, the stand and the wheels.

Using clean water and a soft cloth, wipe the entire machine down to remove all traces of the detergent. Avoid wetting the belt during the cleaning process. The belt can be wiped with a damp cloth.

CAKE MIXER AND STAND

Push the mixer forward to sweep around and under the mixer and allow space to wash the wall behind the mixer.

Remove the mixing bowl and the mixing attachment and place in a sink with hot water and a mild detergent, and scrub. Rinse in clean water and allow to air dry.



Using a mild detergent, hot water, a soft cloth and a brush, start by scrubbing under the mixer head (where the attachment slots in) and then continue to wash the rest of the machine.

Once the mixer has been cleaned and wiped down to remove any remaining detergent, start cleaning the frame.

Using a soft cloth and clean water, wipe down the entire machine to remove all traces of the detergent.



DOUGHNUT FRYER AND STAND

Allow the elements sufficient time to cool before draining the oil, as leaving them hot and dry will damage the elements.

Ensure that the oil catch vat/container is under the tap and that the container is clean, dry and free of any foreign objects.

Place a clean conical filter paper in the conical oil filter under the drainage tap and open the tap by turning the lever.

Once all the oil has drained from the fryer, close the drainage outlet by turning the tap in the opposite direction. Pour a small amount of hot soapy water into the oil well and wash the sides and base.

Gently wash the elements with a brush but be cautious not to damage any fine wires around the elements when cleaning. Wipe with a soft cloth and clean water to remove any traces of soap.

Once all the oil has been removed from the sides, drain the soapy water out of the fryer and close the drainage tap again. Discard the water.

Pour a small amount of clean water into the well and remove all traces of soap. Drain the water and wipe out the well to remove any excess moisture.

Once the machine is clean and dry inside, wash and dry the outside of the machine, cleaning thoroughly in the hard to reach places. Don't forget to clean the draining rack and tray.

Make sure that the fryer is clean and dry, and that the drainage tap is closed before you pour the filtered oil back into the fryer.

STAINLESS STEEL BREAD TROLLEY

Remove any items in the trolleys before you start to wash them.

Using a mild detergent, hot water and a brush, scrub the entire trolley, cleaning between the rails and the wheels.

Use a soft cloth and clean water to remove all traces of the detergent.

STAINLESS STEEL CONFECTIONERY TROLLEY

Remove all the pans from the trolley and spray the frame with an oven cleaning detergent. Allow it to settle for a few minutes before you start cleaning.

Using a brush, scrub the entire trolley, cleaning between the rails and the wheels.

Use a soft cloth and clean water to remove all traces of the detergent.

BREAD AND MUFFIN TRAYS

If your tins/trays have been rubberised, use a damp cloth and a mild detergent and wipe the trays clean.

Then use clean water to wipe off any traces of the detergent. Do not use any sharp objects to scrape these pans or any caustic detergents, as they will damage the silicone coating.

Should your tins/trays be plain steel, place them in a sink with hot soapy water and using a brush, scrub the pans clean, paying special attention to the corners to remove any build-up.

If your tins/trays are very soiled, you can use an oven cleaning detergent to clean the pans. Always make sure that you rinse the pans properly to remove any chemical residue.

Once the tins/trays have been cleaned, wipe them down with a damp cloth to remove any excess moisture and place them back on clean trolleys to air dry.

BREAD SLICING MACHINE

Ensure that the unit is unplugged **before** you attempt to clean it.

Taking a soft, damp cloth, hot water and a mild detergent, wipe the unit down, remove the crumb catch tray, empty it and wipe it out.

Push the slicer handle so that you can brush the slots and blades clean, and remove any crusts stuck in the blades or slots.

Don't forget to wipe the bread holding plate and the handle.