

Department Standard Operating Procedure

Target Group: Food Service Caregiver	FCS_SOP_STW_009 Version: 1	Date of Issue:	Date of Review: Date(s)
Approved by: Manaf Afyouni Chief Operations Officer	Date Approved:	Prepared by: Arnel Godoy Exec. C. Steward	Date of Revision: Date(s)

Purpose

To clean and disinfect the receiving area to ensure that floors are free from any food particles, that food containers are clean, free from food debris and well organized thus reducing the risk of cross contamination and pest infestation.

Standard Operating Procedure

Ensure that there are no loading and unloading activities that will be done in the receiving area during the process.

1. Prepare the certified approved chemical to clean surfaces
 - SUMA SAT D1 BAC PLUS, antibacterial for manual wash
 - SUMA BAC D10 CONC DETERGENT, disinfectant food contact
 - JONTEC ACTIVAL, kitchen floor cleaners for scrubbing machine
 - Scrubbing machine
 - Vacuum machine
2. Use PPE necessary to practice the cleaning and disinfecting
 - Rubber gloves
 - Plastic apron
 - Rubber boots
3. Clear all containers from the receiving area
4. Sweep the entire area that needs deep cleaning and make sure to remove all blockages or any equipment that are not in its respective places.
5. Apply FSC_SOP_STW_002 for cleaning the floors, walls and glass surfaces
6. Apply FSC_SOP_STW_005 for cleaning working surfaces
7. Apply FSC_SOP_STW_004 for cleaning the Drains
8. Re-arrange the clean containers and equipment as per initial arrangement

Oversight and Responsibility

1. The Food Service Department will coordinate with the Stewarding team to regularly cleaning and disinfecting the receiving area.

Definitions

1. FSC (STW) Food Service Caregiver, Steward
2. FSC (PT) Food Service Caregiver, Production
3. CCAD Cleveland Clinic Abu Dhabi
4. MSDS Material safety data sheet, specification of each chemical used

References

1. Refer to the MSDS of each product used to safely clean and disinfect

Institute / Department / Committee Involved in SOP Development / Revision

1. Food Service Department
2. HSEQ Department
3. Infection Control

Contact for Questions / Clarifications

1. HSEQ Manager
2. Executive Chef
3. Executive Kitchen Steward
4. General Manager
5. Director, Food Services

Related or Supporting Documents

1. MSDS – Material Safety Data Sheet
2. PPE guidelines
3. Machines operation manuals