## Form 11: CLEANING SCHEDULE & METHODS

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| **Equipment:** | **CIP Process - Cleaning all internal product contact surfaces**Examples tanks, hoses, pipes, heat-exchange, filler, bottling/canning plant |
| **Responsibility:** | Operators |
| **Frequency:** | Cleaning is carried out as the tanks are emptied. |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** | CIP system |
| **Cleaning Method** | 1. Rinse tank with cold water
2. Hook up the hose and pump to the tank and circulate with 3% caustic solution for 20 minutes to 1 hour. Water temperature to be within the range of *x -y* °C.
3. Pump out the caustic to waste
4. Rinse tank with cold water or citric acid solution
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| **Equipment:** | **Specific CIP Method for Keg Cleaner Machine** |
| **Responsibility:** | Operators |
| **Frequency:** | Cleaning the keg is carried out prior to start-up of every run. |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** | CIP system |
| **Cleaning Method** | 1. Remove residual product
2. Rinse with cold water
3. Circulate with \_\_\_\_\_\_\_\_\_\_\_\_ solution for approximately \_\_\_minutes. Water temperature to be within the range of *x -y* °C.
4. Pump out the \_\_\_\_\_\_\_\_\_\_\_\_
5. Rinse with cold water
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| **Equipment:** | **Non-Product Contact Surfaces** |
| **Responsibility:** | Operators |
| **Frequency:** | The cleaning is carried out as required |
| **Cleaning Chemical:** | Detergent/cleaner |
| **Cleaning Equipment:** | Scourer or brush |
| **Cleaning Method** | * Remove residual product
* Rinse with water
* Use detergent/cleaner with scour or brush.
* Rinse with water
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| **Equipment:** | **Conveyor Belt Surfaces and Bottling Plant (turntable, conveyor line, heat treatment, pack line)** |
| **Responsibility:** | Operators |
| **Frequency:** | The cleaning is carried out after each run. |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** |  |
| **Cleaning Method** | 1. Spray \_\_\_\_\_\_\_\_\_\_\_\_\_\_ solution on conveyor belt
2. Leave overnight
3. Rinse with water prior to use
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| **Equipment:** | **Floors and Wet Areas** |
| **Responsibility:** | Operators |
| **Frequency:** | This cleaning is carried out as required. |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** |  |
| **Cleaning Method** | 1. Using the mop apply a \_\_\_\_\_\_\_\_\_\_\_ solution to the floor area
2. Leave over weekend
3. Rinse with water prior to use
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| **Equipment:** | **Mill Area** |
| **Responsibility:** | Operators |
| **Frequency:** | Cleaning is carried out at least weekly |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** | Designated broom, pan and shovel, vacuum cleaner |
| **Cleaning Method** | 1. Using the designated broom, pan and shovel, sweep the floor area, **OR**
2. Using the designated vacuum cleaner, clean the floor area
3. At the end of the week the mill grist case is rinses using the hose to remove any surface dust.
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| **Equipment:** | **Delivery Vehicle** |
| **Responsibility:** | Operators |
| **Frequency:** | As required |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** |  |
| **Cleaning Method** | External Surfaces1. Ensure the vehicle is turned off and the hand break firmly on.
2. Using the external hose wet the external surfaces of the vehicle.
3. Using the designated brush and bucket of hot detergent water clean the surfaces.
4. Using the external hose rinse the external surfaces and leave to air dry.

Internal Area Cab Area1. Clear the cab of all rubbish and discard to waste bin.
2. Sweep the cab area.
3. If necessary, wipe the panel and dash with a damp cloth.
4. Clean the windows with a disposable cloth and designated cleaner.

Storage Area1. Using a cloth and hot detergent water wipe the walls of the storage area.
2. Using the designated mop and bucket of hot detergent water cleaning the floor area of the storage area.
3. Leave to air dry.
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| **Equipment:** | **External Yard Areas**  |
| **Responsibility:** | Operators |
| **Frequency:** | as required |
| **Cleaning Equipment:** |  |
| **Cleaning Method** | Tidy as required |

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| **Equipment:** | **Staff Facilities** |
| **Responsibility:** | Operators |
| **Frequency:** | Daily / Weekly |
| **Cleaning Chemical:** |  |
| **Cleaning Equipment:** |  |
| **Cleaning Method** | Staff Eating Area – Daily1. Using the floor broom sweep the floor and remove waste.
2. Using the designated cleaning cloth and cleaning chemicals, wash sink , bench, table, microwave oven and other surfaces.

Staff Toilet Area – 2 x Weekly1. Using the designated cleaning cloth and cleaning chemicals wash hand basin and surrounding area.
2. Ensure there is sufficient paper towels.
3. Sweep toilet area floor and remove waste.
4. Using the designated toilet brush and cleaning chemicals wash toilet bowl.
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