



SOP0035 – Cleaning Procedure - Kitchen

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AMENDMENT RECORD				ISSUE #: 1		
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Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

1. Scope

This procedure details the safe method of cleaning a kitchen

2. Responsibilities

Responsible	Task
Cleaning Technician/Franchisee	Actual Operation
Site or Service Unit Team Leader	General Oversight of operation and job Audit
Operations Supervisors	Audit of operations of Site and Service unit team leaders and technicians
Branch/Area Manager	Audit of Control of operations and Division team leaders
General Manager and Operations Manager	Responsible for setting up and monitor safe procedure

3. Approved Equipment/Consumables/Personal Protective Equipment

Approved Consumables	Approved Equipment
36L Garbage Bags	Colour coded Clothes
72L Garbage Bags	
Disinfectant	
Gloves	
Window Cleaner	
Out of service tag	
Toilet and Bathroom Cleaner	
Green Scourer	
Color coded mop heads	

4. Procedure

1. Unlock door
2. Turn off alarm if already set
3. Turn lights on
4. Empty rubbish bins following – SOP0008
5. Dusting and wiping of all surfaces including e.g benches, chairs, shelves, fronts of cupboards, fridge, tables, couches, window sills etc – SOP009
6. Spot clean walls - SOP0017
7. Clean windows – SOP0015
8. Vacuum all floor covering including hard floor and carpets – SOP0013
9. Clean Sink (if Required) – SOP0022
10. Clean doors – SOP0016
11. Remove cobwebs – SOP10
12. Mop hard floors – SOP0014
13. Turn off all lights
14. Ensure air conditioner is turned off
15. Set security System (If Required) –
16. Lock Door



FORMS AND REGISTERS

Document number	Document Name
SOP0008	Cleaning Procedure – Handling Rubbish
SOP0009	Cleaning Procedure – Dusting and Wiping
SOP0017	Cleaning Procedure – Spot Clean Walls
SOP0015	Cleaning Procedure – Clean Windows and doors
SOP0013	Cleaning Procedure - Vacuuming
SOP0022	Cleaning Procedure – Hand Basins and Sinks
SOP0016	Cleaning Procedure - Doors
SOP0010	Cleaning Procedure – Cobwebbing
SOP0014	Cleaning Procedure – Mopping