

Writing a Sanitation Plan

What is a Sanitation Plan?

A sanitation plan is a set of written cleaning procedures that lay out what is to be cleaned, when it is to be cleaned, who is to clean it, and with what it is to be cleaned with. The Sanitation Plan helps to ensure the safe and sanitary operation of your food premises through clearly laid out instructions and continued monitoring.

Under the *Food Premises Regulation*, every operator of a food service establishment or a food premises where carcasses are handled or where food is processed or prepared must develop, maintain, and follow written procedures to ensure the safe and sanitary operation of the establishment. This includes having written procedures for the cleaning and sanitizing of the establishment itself, as well as all the equipment and utensils used in the establishment. The written procedures must also identify the cleaning and sanitizing agents used in the establishment, including their concentrations and their prescribed uses.

A Sanitation Plan must be completed and approved before a permit/approval will be issued by your Environmental Health Officer.

Writing a Sanitation Plan

When writing a Sanitation Plan, you have to consider the steps below:

1. Identify all items that require cleaning and sanitizing

Identify and record all items, equipment, utensils and surfaces that require cleaning and sanitizing, as well as the frequency at which they need to be cleaned and sanitized.

2. Identify all cleaners, chemical, and pesticides used in the facility.

For each cleaner, chemical, and pesticide, record the product name, the purpose of the product, the instructions for mixing and use (as per manufacturers instructions), as well as any safety precautions necessary (personal protective equipment, etc.). All chemicals stored on site must be included on this list.

3. Write the cleaning schedule

There is no standard format for writing a cleaning schedule, so it is recommended that you choose a format that works best for you and your staff.

The cleaning schedule should include:

- What will be cleaned
- Who is responsible for cleaning it
- When it should be cleaned and how often
- How the cleaning should be done
- A form of verification to confirm that the required cleaning was completed

The appendix below contains a template of a Sanitation Plan where the cleaning schedule is separated into daily, weekly, and monthly tasks.

SANITATION PLAN

Business Name: _____

Address: _____

Owner/Operator: _____

Food Premises Regulation - B.C. Reg. 210/99

Sanitation procedures

24 (1) Every operator of a food service establishment must have written procedures to ensure the safe and sanitary operation of the establishment.

(2) The written procedures required by subsection (1) must include

- (a) the cleaning and sanitizing requirements for the establishment and for all equipment and utensils used in the establishment,
- (b) the identification of cleaning and sanitizing agents used in the establishment, including their concentrations and their uses, and
- (c) the identification of all pesticides used in the establishment, including their uses and their storage requirements.

Date Prepared: _____

CLEANING SCHEDULE

Check all that are applicable and required for the different areas of your food premises

AREA	AS REQUIRED	DAILY	WEEKLY	MONTHLY	ANNUAL	OTHER (SPECIFY)
Kitchen						
Floor						
Walls / Ceiling						
Storage Areas						
Staff Washrooms						
Work Surfaces						
Equipment						
Walk-in Cooler / Freezer						
Inside Fridges / Freezers						
Grill / Fume Hood						
Under / Behind Equipment						
Dishwasher						
Miscellaneous						
Cutting Boards						
Meat Slicers						
Microwaves						
Garbage Cans						
Laundry						
Mixers						
Dining Area						
Carpets						
Walls / Ceiling						
Tables / Chairs						
Servers Station						
Public Washrooms						

CLEANERS & CHEMICAL INVENTORY LOG

PRODUCT	
INTENDED USE	
HOW WILL IT BE USED (e.g. mixing instructions)	
SAFETY PRECAUTIONS	
PRODUCT	
INTENDED USE	
HOW WILL IT BE USED (e.g. mixing instructions)	
SAFETY PRECAUTIONS	
PRODUCT	
INTENDED USE	
HOW WILL IT BE USED (e.g. mixing instructions)	
SAFETY PRECAUTIONS	
PRODUCT	
INTENDED USE	
HOW WILL IT BE USED (e.g. mixing instructions)	
SAFETY PRECAUTIONS	

FOOD PREMISES CLEANING PROGRAM - DAILY

STAFF INITIAL WHEN TASKS COMPLETED & SUPERVISOR CHECK

Name	Item/Area to Clean	Instructions	MON	TUE	WED	THUR	FRI	SAT	SUN

Supervisor's Name: _____

Assessment:

FOOD PREMISES CLEANING PROGRAM - WEEKLY

STAFF INITIAL WHEN TASKS COMPLETED & SUPERVISOR CHECK

Name	Item/Area to Clean	Instructions	WEEK 1		WEEK 2		WEEK 3		WEEK 4		WEEK 5	

Supervisor's Name: _____

Assessment:

FOOD PREMISES CLEANING PROGRAM - MONTHLY

STAFF INITIAL WHEN TASKS COMPLETED & SUPERVISOR CHECK

Name	Item/Area to Clean	Instructions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Supervisor's Name: _____
Assessment:

DISHWASHING REQUIREMENTS

Manual Dishwashing (3 compartment sink method):

1. Scrape off food particles
2. Wash in the first compartment with warm water (min 45^oC) and detergent
3. Rinse in the second compartment with warm water (min 45^oC)
4. Sanitize (soak) in the third compartment with appropriate sanitizer (e.g. 100 ppm chlorine solution) for 2 minutes
5. Air dry on clean drain-boards

Mechanical Dishwashing: Check the specific requirements for your machine (i.e. sanitizing temperature or chemical concentration)

e.g. minimum rinse temperature 82^oC at the manifold or minimum 50 ppm chlorine present during sanitizing cycle

DATE	TEMPERATURE	SANITIZER CONCENTRATION	CORRECTIVE ACTION	REPORTED TO