








Setting Up a Cleaning Program



Keeping your program clean and sanitary is the first step to making sure the food is safe. Below are some guidelines for setting up a cleaning program at your agency.

-  Think about the cleaning needs of your program. List all areas that will need to be cleaned and sanitized throughout the year.
 - Areas to include: food storage areas, food receiving areas, kitchen, bathrooms, trash or dumpster area and cleaning supply closet
-  Make a list of all surfaces in each room that need to be cleaned.
 - For all programs: floors, walls, ceilings, work tables, refrigerators, freezers, sinks, storage shelves, cabinets and garbage cans
 - For kitchens only: counter tops, stoves, ovens, hoods, mixers, ice makers and other equipment
-  Create a master cleaning schedule
Items to include:
 - Detailed list of cleaning requirements for each area
 - How often each task needs to be completed (daily, weekly, monthly)
 - Supplies needed
 - Who is assigned to the task
 - Checkboxes to show when the task was completed
-  Make sure equipment needed for cleaning is available and is stored in a specific location
 - General equipment: mops, brooms, cloths, sponges, buckets, dust pans, paper towels, dish detergent, bleach, sanitizing test strips
-  Introduce the program to staff and volunteers. Clearly explain what needs to be done for each task. Demonstrate any task volunteers may be unfamiliar with, such as testing the sanitizing solution
-  Post the schedule so everyone knows what needs to be done and can check off completed tasks
-  Monitor the program and task completion by using the checklist