



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Dietary Services (DT)		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Sanitation/ Cleaning and Storage Procedures		
<b>Applies To:</b>	All Butchers and Cleaners		
<b>Preparation Date:</b>	January 06, 2025	<b>Index No:</b>	DT-IPP-013
<b>Approval Date:</b>	January 20, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 20, 2025	<b>Replacement No.:</b>	DT-IPP-013(1)
<b>Review Date:</b>	February 20, 2028	<b>No. of Pages:</b>	03

## 1. PURPOSE:

- 1.1 To define effective methods cleaning and usage of cutting boards, in order to meet approved sanitation standards, and minimize risk of cross – contamination.

## 2. DEFINITONS:

- 2.1 Sanitation/ Cleaning and Storage Procedures – Chopping Boards – it is the procedure of cleaning, disinfecting & storing of chopping boards.

## 3. POLICY:

- 3.1 Separate cutting boards will be identified for usage with different food types, and will be regularly cleaned and sanitized in accordance with the set guidelines.
- 3.2 Cleaners to adhere in the hospital policy in maintaining the cleanliness and sanitation of the dietary service department.

## 4. PROCEDURE:

- 4.1 Separate cutting boards will be available for usage with each of the following food types:
  - 4.1.1 Fruits and Vegetables
  - 4.1.2 Meat
  - 4.1.3 Fish
  - 4.1.4 Poultry
- 4.2 After each use, cutting boards will be washed using firstly a detergent and then a bleach solution.
- 4.3 At the end of each day all cutting boards will be thoroughly sanitized by running them through the dishwashing machine
- 4.4 Cutting boards should be changed at least annually.
- 4.5 The most common chemical sanitizing agent is chlorine. The type of chemical sanitizer used in dietary department is determined based on the properties of the water in your geographical area.
- 4.6 The recommended water temperature for chemical sanitizing agent is 75°F to 120°F. Regardless of which chemical sanitizing agent is used, it is imperative that equipment and surfaces be rinsed of cleaning agent residue before you apply the sanitizing agent
- 4.7 If the concentration of sanitizing agent is too high, it can cause an odd odor or taste, corrosion of metals and other materials, and even possible illness from ingestion of the agent from residue on cooking equipment or tableware. If the concentration of sanitizing agent is too low, it may not kill microorganisms and thus the equipment or surfaces will not be sanitized.
- 4.8 The correct proportions of the sanitizing agent and water must be mixed for the solution to be effective
- 4.9 Cleaning and Sanitizing of Kitchen Wares and Utensils
  - 4.9.1 Scrape: Remove all food particles from the pot or pan by scraping them into a garbage disposal or garbage can.

4.9.2 Rinse: Rinse any loose food particles from the pot or pan.

4.9.3 Wash: In the first well of the sink, water should be warm, with an appropriate amount of detergent added. (Follow directions on the detergent container for the proper amount). Pots and pans are washed or scoured using a dishcloth or brush. Change the wash water periodically, as it accumulates grease and food particles.

4.9.4 Rinse: The second (middle) well of the sink is filled with clean water. The rinse water should be changed often (when it starts looking like the first well of detergent water). Pots and pans are rinsed in this well by dipping them into the water.

4.9.5 Sanitize: In the third well of sink, hot water (170°F or hotter) or a chemical sanitizer added to clean water is used to sanitize pots and pans. If you use hot water above 170°F to sanitize, be sure to check the temperature frequently to ensure that it remains above 170°F. If you use a chemical sanitizer, follow the directions on the sanitizer container to ensure that the proper amount has been added to the water. Most food service operations prefer a chemical sanitizer mixture with cooler water (75°F - 120°F), which is a more comfortable temperature for workers' hands, dipping and retrieving pots and pans. Remember to test the concentration of the chemical sanitizer with a paper test strip.

4.9.6 Dry: Cleaned and sanitized pots and pans should be allowed to air-dry on cleaned and sanitized drying racks. Drying racks usually consist of coated metal wire shelves (similar to food storage shelves). They usually rest on wheels, so the racks can be moved from the sink area to the pot and pan storage area.

4.10 Cleaning and Sanitizing Equipment and Surfaces

4.10.1 Cleaning Solution: Mix warm water and cleaning solution or detergent in a bucket. Follow direction on the cleaning solution or detergent container for correct proportions.

4.10.2 Rinse Solution: Fill another clean bucket or container with fresh warm water.

4.10.3 Sanitizing Solution: Fill a third clean bucket with fresh warm water and sanitizing agent. Follow directions on the sanitizing agent container for correct proportions. Chlorine should be 0.5% in concentration.

4.10.3.1 Formula: % (chlorine in liquid bleach divided by 0.5%) minus 1 = parts of water for each part bleach.

4.10.3.2 Mixture: Available Stock:  
5.25% Sodium Hypochlorite (Clorox Bleach) = 10.5 minus 1 = 9.5 L of H<sub>2</sub>O  
0.5% Sodium Hypochlorite.

4.10.4 Cloth: A separate clean cloth should be used in each of the solutions to clean, rinse and sanitize equipment

4.10.5 Physically remove any dirt, food particles and debris from the equipment or surface area using a cleaning cloth soaked with the cleaning solution. Follow by rinsing those same areas with fresh warm water. Finally, sanitize the equipment or surface area using a clean cloth soaked in sanitizing solution. Keep the cloths stored in their appropriate buckets when not in use.

4.11 Floor Care:

4.11.1 Introduction: Dietary Service Department floor, both in the kitchen and in the dining area, should be cleaned frequently, usually after each meal and spot cleaned when spills occur.

4.11.2 Sweep: Sweep the floor to remove debris

4.11.3 Wash Solution: Fill two mop buckets (each with a wringer attachment) with warm water. Add detergent to one bucket, following the directions on the detergent container

4.11.4 Mop: Dip a clean mop in the detergent solution. Squeeze out excess water in the wringer attachment and clean a small area of the floor, using "S" or figure-eight-shaped strokes. Rinse the dirty mop in the detergent solution frequently

4.11.5 Rinse: Dip the mop in the clean water bucket. Squeeze out excess water in the wringer attachment and rinse the floor area you just cleaned.

## 5. MATERIALS AND EQUIPMENT:

- 5.1 Chopping Boards.
- 5.2 Steel Knives.
- 5.3 Cabinets.
- 5.4 Drawers.
- 5.5 Soap
- 5.6 Water
- 5.7 Clorox
- 5.8 Mop
- 5.9 Detergent Solution

## 6. RESPONSIBILITIES:

- 6.1 Cleaner
- 6.2 Butcher

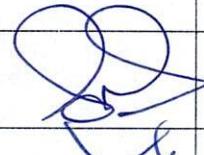
## 7. APPENDICES:

N/A

## 8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book.
- 8.2 Diet Manual 4th Edition Oct 1994.
- 8.3 Kingdom of Saudi Arabia, General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], 1434.

## 9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Abrar Abdullah Al Bahr	Dietician		January 06, 2025
Reviewed by:	Ms. Dalal Khalifah AlShammari	Head of Dietary Services		January 13, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 13, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 13, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 20, 2025