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	Document Title:	CLEANING SCHEDULE

PURPOSE:

To prevent the build-up of dirt on equipment, surfaces and structure.

SCOPE:


Applies to all Dietary Department Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Dietitians, Cooks, Food Service Workers, Pots and Pan Washer, Janitor/Cleaners, Engineering & Maintenance Personnel

GENERAL GUIDELINES:

- 1 All persons responsible will have a cleaning schedule that they will be accountable for.
- 2 Cleaning and sanitizing of all work surfaces, utensils and equipment should be done after every period of use.
- 3 Kitchen Schedule Monitoring Check Sheet will be given to all persons responsible and should be accomplished real time.
- 4 The Check Sheets should be kept on file for a maximum period of 2 years for evaluation and investigation purposes.
- 5 All dietary personnel should practice CLAYGO Rule- Clear and Clean as You Go after each task.
- 6 General Cleaning of the Dietary Department will be done every first Saturday of every quarter.
- 7 A formal communication, in the form of memorandum or letter, bearing the details of the General Cleaning should be sent to other departments/ persons concerned (except for circumstances where permission from Management Committee needs to be sought before making an announcement) for them to:
 - 7.1 be notified and be prepared with the upcoming General Cleaning;
 - 7.2 ensure that there are no complications in the selected schedule;

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- 7.3 avoid disruption in the services rendered by the department during the said period,
- 8 The cleaning responsibilities of each personnel are as follows:

Dietitian


1. Cleans own office desk daily.
2. Cleans and sanitizes computer desktop daily.
3. Practices 5S- Sort, Set In Order, Shine, Standardize and Sustain.

Cook

1. Assembles and cleans equipment needed for cooking.
2. Cleans kitchen utensils like knife, peelers, can openers, chopping boards, basin and blender used during cooking.
3. Defrosts, cleans and sanitizes freezers and chiller once a week.
4. Cleans, washes and sanitizes equipment like ovens, burners, grillers, bread conveyor, and deep fat fryers after every use. Uses cleaning agents to remove carbon deposit or grease build up in equipment.
5. Cleans storage shelves, food and condiment containers and the cooking area daily before end of shift.

Food Service Worker

- 1 Washes all utensils and patient's trays after each meal.
 - 2 Cleans washing area, counter top, sinks and make sure no food residue is left in the sinks after each use.
 - 3 Cleans, washes and sanitizes food trolleys and food carts daily.
 - 4 Cleans, washes and sanitizes dish racks, tube feeding baskets daily.
 - 5 Cleans the dish machine after each use.
 - 6 Sweeps and mops the floor after washing.
 - 7 Dietetic Aid in charge of Tube Feeding will be responsible in cleaning the Tube Feeding Room.
- 7.1 Defrosts, cleans and sanitizes tube feeding refrigerator/chiller weekly.

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- 7.2 Cleans, washes and sanitizes storage shelves weekly.
- 7.3 Cleans, washes and sanitizes equipment used in Tube Feeding daily.
- 7.4 Cleans and sanitizes windows, electric and exhaust fan weekly.
- 7.5 Cleans and sanitizes non-food-contact surfaces like ceiling and wall monthly.
- 7.6 Sweeps, mops and sanitizes the floor daily.
- 8 All food service workers and cooks using the storage/changing room will be responsible in cleaning, washing and sanitizing the area.
- 9 Food Service Worker in a 9am-5pm schedule will be responsible in cleaning, washing and sanitizing the Stock Room together with the janitor.

Pots and Pan Washer


1. Washes and sanitizes kitchen utensils, pots and pan, "kawas" (vats), sink used.
2. Uses cleaning agents to remove carbon deposits in pot and pans.
3. Cleans, washes and sanitizes storage shelves and racks.
4. Sweeps and mops the area daily and sees to it that the area is not slippery.

Janitor

1. Sweeps, mops and sanitizes all floors daily.
2. Cleans, washes and sanitizes tables and chairs, stainless working and food assembly tables and glass windows daily.
3. Cleans, washes and sanitizes rubber floor mats daily.
4. Cleans, washes and sanitizes garbage cans and grease trap daily.
5. Cleans, washes, mops and sanitizes the Counseling and Stock Rooms daily.
6. Cleans, washes and sanitizes stainless racks and window screen weekly.
7. Cleans the blower, electric and exhaust fans weekly.
8. Cleans, washes and sanitizes the Exit Area and brushes the stairs weekly.

Cleaner (8pm-10pm)

1. Cleans, brushes, washes and sanitizes all floors daily.

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Engineering & Maintenance Department

1. Does Preventive Maintenance of exhaust hood, industrial exhaust and wall fans and air conditioning (HVAC) system.
2. Cleans and flushes grease trap weekly.
3. Does Preventive Maintenance of split type air conditioner monthly.

9 The recommended cleaning schedule are as follows:

9.1 **Daily cleaning or after every use for the following:**

- 9.1.1 Ovens, ranges, burners, grillers, deep fat fryer, bread conveyor, can opener, Chopping boards.
- 9.1.2 "Kawas" (vats), pots and pans, kitchen utensils.
- 9.1.3 Food carts and trolleys, washing sinks, dish racks, tube feeding baskets and dish machine daily.
- 9.1.4 Stainless working and food assembly tables, floors, floor mats, glass windows, carpeted area, garbage cans and grease traps.
- 9.1.5 Counseling Room, Tube Feeding, Stock Room and Storage Rooms
Office desk and Computer desktops.

9.2 **Weekly cleaning for the following:**


- 9.2.1 Freezers, chillers, storage shelves.
- 9.2.2 Stainless racks, dish wash racks, table and chair's legs, window screen,
- 9.2.3 wall and exhaust fans, hood (visible) and flushing of grease trap.

9.3 **Monthly:**

- 9.3.1 Walls, ceilings, lighting fixtures
- 9.3.2 Exhaust Hood, Industrial exhaust and wall fans, air conditioning (HVAC) system (in coordination with Maintenance and Engineering Department.

9.4 **Quarterly:**

- 9.4.1 General Cleaning of Dietary Department


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PROCEDURE:

1. Dietary Department Manager/ Supervisors orients the staffs about their cleaning schedules.
2. Dietary Staffs follows the cleaning schedule accordingly and fills out the Check Sheet to indicate completion of the tasks.
3. Dietary Manager/ Supervisor on Duty ensures that the cleaning schedule are followed by the staff.
4. Dietary Manager/ Supervisor on Duty sends communication informing other departments about the scheduled General Cleaning.

REFERENCE:

DOH - Hospital Nutrition & Dietetics Service Management Manual Third Edition 2019
US NRAEF ServSafe 7th Edition (2017)

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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	9/10/22

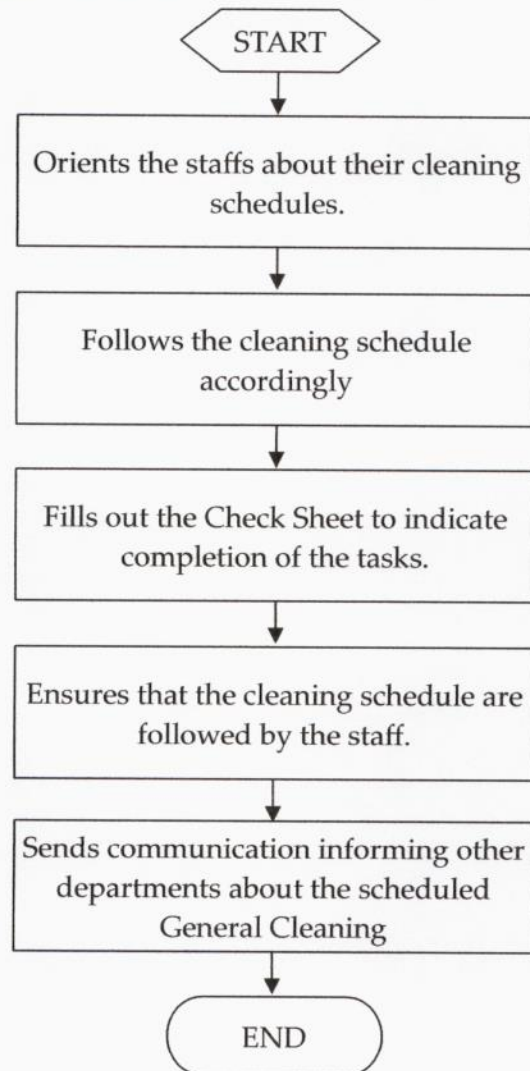



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FLOWCHART




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KEY TASKS	PERSON RESPONSIBLE
1. Orients the staffs about their cleaning schedules	Dietary Department Manager/ Supervisors
2. Follows the cleaning schedule accordingly	All Dietary Department Staff
3. Fills out the Check Sheet to indicate completion of the tasks	
4. Ensures that the cleaning schedule are followed by the staff	Dietary Department Manager/ Supervisors
5. Sends communication informing other departments about the scheduled General Cleaning.	

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