

## Prep Kitchen

Code: ANCMF-AU-H-PK-01 • Facility: Hospitality • Frequency: daily

### Scope of Work

- Dusting of all surfaces including shelves, counters, and equipment.
- Sanitising of all food preparation surfaces and equipment.
- Mopping of floors with appropriate cleaning solution.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising sinks and taps.
- Wiping down walls and splashbacks.
- Cleaning and sanitising of door handles and light switches.
- Ensuring all cleaning equipment is cleaned and stored correctly.

### Method

1. Begin by dusting all surfaces using a microfibre cloth to remove visible dust and debris.
2. Sanitise all food preparation surfaces using a food-safe sanitiser, ensuring contact time as per manufacturer's instructions.
3. Mop the floors using a colour-coded mop and bucket system, with a detergent solution suitable for kitchen environments.
4. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
5. Clean sinks and taps using a non-abrasive cleaner, followed by a sanitiser.
6. Wipe down walls and splashbacks with a degreaser where necessary, followed by a sanitiser.
7. Sanitise door handles and light switches using a disinfectant wipe.
8. Clean and store all cleaning equipment, ensuring mops and cloths are washed and dried.

### Equipment

- Microfibre cloths
- Colour-coded mop and bucket
- Food-safe sanitiser
- Detergent solution
- Non-abrasive cleaner
- Disinfectant wipes
- Rubbish bin liners

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                                                                        |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free from dust, debris, and stains. No odours present. Floors are dry and free from residue. Rubbish bins are empty and sanitised. All high-touch areas are sanitised and free from smudges. |
| <b>Good</b>       | Most surfaces are clean with minimal dust or stains. No strong odours present. Floors are mostly dry with minimal residue. Rubbish bins are empty but may have minor smudges. High-touch areas are mostly sanitised.            |
| <b>Pass</b>       | Surfaces have some dust or stains. Mild odours may be present. Floors have some residue. Rubbish bins are emptied but not sanitised. High-touch areas have some smudges.                                                        |
| <b>Fail</b>       | Surfaces are visibly dirty with dust and stains. Strong odours present. Floors are wet or sticky. Rubbish bins are full or not sanitised. High-touch areas are not sanitised.                                                   |