

HYGIENE- AND CLEANING HANDBOOK

BAKER/PASTRY

Complete instructions for
correct and effective cleaning
and control programmes

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NOVADAN[®]
Innovators in Cleaning

HYGIENE- AND CLEANING HANDBOOK

Novadan has prepared this cleaning manual for bakers and confectioners. The idea is to use the manual for reference.

Novadan is the leading supplier of eco-friendly cleaning agents and Novadan develops products that are specially adapted to and comply with Danish environmental and working environment standards.

At the back of the manual you can read about self-regulation programmes and what to be aware of in this regard.

GENERAL GUIDELINES

- Cleaning, removal of paper, packaging, emptying of rubbish bins
- Tools and loose machinery components should be assembled and cleaned manually or in a dishwasher.
- Machinery is prepared for cleaning (rough cleaning)
- Tables, machinery and other equipment are cleaned
- The floor is hosed down with cold water, scraped and swept with a stiff broom
- Apply cleaning agent to washable surfaces and floor.
- Scrub with brush and stiff broom.
- All surfaces and components are to be rinsed thoroughly with water.
- Apply disinfectant to the designated critical areas
- Clean all cleaning equipment and hang before drying.

CHEMICAL PLAN FOR SURFACE CLEANING AND DISINFECTION

Day	Rough hosing	Soap/ surface cleaning	Rinse	Desinfeksjon	Final rinse
Monday	X	Foam Alka 334 (32 T)	X	Desinfect Maxi	X
Tuesday	X	Foam Alka 334 (32 T)	X	Desinfect Maxi	X
Wednesday	X	Foam Acid 335	X	Desinfect Maxi	X
Thursday	X	Foam Alka 334 (32 T)	X	Desinfect Maxi	X
Friday	X	Foam Alka 334 (32 T)	X	Desinfect Maxi	X

HAND HYGIENE

INSTRUCTIONS

1. In order to avoid cross-contamination, it is very important to wash your hands
 - When starting work.
 - When changing production.
 - After contact with customers
 - After phone conversations.
 - After lunch breaks.
 - After contact with stocked items.
 - After going to the toilet.
2. When going to the toilet, wash hands in the restroom and again at the work station.
 - Use soap. Wash in cold water for two reasons:
 1. Hot water rinses off the natural sebum and this can lead to skin irritation.
 2. Hot water may contain bacteria
3. If the tap does not have a special grip, take a piece of disposable paper when turning off the tap to avoid bacteria transfer from the fixture.
4. Dry your hands with disposable paper.



PRODUCT NAME
MIKO Soft Cream Soap or MIKO Pearl Cream Soap
Combi Des 85% or Combi Des Gel 85%

BAKING TABLE

INSTRUCTIONS

1. Clear and empty the table
2. Scrape the table
3. Wash down the table with Imo Alka 910 using a stiff nylon brush and dry thoroughly with a clean, wrung cloth
4. We recommend applying stone oil at least once a week to prevent the wood from drying out.
5. We also recommend that the table only should be used for products to be baked in the oven, as wooden tables are infected.
6. Disinfection: IPA Sprit Wipes



PRODUCT NAME
Imo Alka 910
IPA Sprit Wipes

STEEL TABLES

INSTRUCTIONS

1. Clear and empty the table
2. Scrape the table
3. Wash down the table with Imo Alka 910 and a stiff nylon brush (must not scratch the surface)
4. Rinse the table and dry using a clean cloth

NB:

If the table is used as a work table to make desserts and cream cakes, it must be disinfected.



PRODUCT NAME
Imo Alka 910
IPA Sprit Wipes (or liquid)

MACHINERY

INSTRUCTIONS

1. Empty the table
2. Clean the roller table with a hand brush
3. Spray Novaclean Spray onto a cloth so it is slightly moisted. Clean the roller table.
4. Wipe with a dry cloth.

As the above machinery cannot withstand water, the exterior surfaces must only be dried using a tightly wrung cloth. Pay particular attention when cleaning around the electric buttons and wiring. They are not water proof.



PRODUCT NAME
Novaclean

OVENS/PROVING CABINETS/ DECK OVENS

INSTRUCTIONS (OVEN)

1. The temperature in the oven should be max. 50°C on the back wall.
2. Clean the stove with concentrated Bistro Oven 346 with a brush or scourer machine.
3. Rinse with clean water.
4. Wipe with a cloth or paper.

INSTRUCTIONS (PROVING CABINET)

5. Apply chemicals and allow the solution to work for several minutes.
6. Wash off thoroughly with a brush
7. Rinse and scrape/dry with rubber scraper and cloth

INSTRUCTIONS (DECK OVEN/PIZZA OVEN)

8. The glass can be cleaned with Bistro Imo 310



PRODUCT NAME
Bistro Oven 346 (manual)
Bistro Oven 347 (automatic/manual)
Bistro Oven Rinse 381 (automatic)
Bistro Imo 310

DOUGH MIXERS/MIXERS

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Take the machine apart and clean the loose components in a dishwasher.
3. Clean the machine in the solution for use.
4. Wipe with a cloth wrung in clean water.
5. Wipe with a dry cloth or paper.

DISINFECTION

6. Apply the Desinfect O solution.
7. Wash with clean water after 15 minutes.
8. Wipe with a cloth wrung in clean water.
9. Wipe with a cloth or paper.

NB:

If, for example, you change from dough to cake cream, whipped cream etc., you must carry out an intermediate cleaning.



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Desinfect O

KNIVES / TOOLS

INSTRUCTIONS

1. Wash small tools such as knives, cutting boards etc. in a dishwasher
2. Clean large tools with the solution for use.
3. Rinse thoroughly with water.
4. Wipe off with a dry cloth or paper

DISINFECTION

5. Soap tools that cannot be put in the dishwasher.
6. Soak in the Disinfectant O solution for a min. of 15 minutes.
7. Rinse with cold water.
8. Afterwards wipe off with a dry cloth or paper.

NB:

KNIVES: Clean after every product changeover

TOOLS: (Icing bags, e.g. cake fillings and cream fillings). Remember to hang on a drying rack



PRODUCT NAME
Bistro Manu 940
Dish washing agent
Desinfect O

EXTRACTION FILTERS/VENTILATION

INSTRUCTIONS (MANUAL)

1. Take down filter sections
2. Add Bistro Manu 940 to hot water and soak the filters
3. Allow the filters to soak for approx. 15 min. and rinse with water

INSTRUCTIONS (AUTOMATIC)

4. Take down filter sections
5. Wash in the dishwasher.

NB I:

Be aware that extraction filters/ventilation are a breeding ground for bacteria

NB II:

If the filters are made of light alloy metal, make sure you wash them in aluminium dishwasher detergent.



PRODUCT NAME
Bistro Manu 940
Dish washing agent
Desinfect O

KITCHEN SCALES

INSTRUCTIONS

1. Wipe with a cloth wrung in the solution for use.
2. Wipe with a dry cloth or paper

DISINFECTION

3. Apply the Disinfectant O solution.
4. Wash with clean water after a min. of 15 minutes.
5. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Desinfect O

BAKING TRAYS

INSTRUCTIONS (MANUAL CLEANING)

1. Brush baking trays as needed
2. Empty the crumb drawer once a week
3. Then clean with a brush
4. Wash with Imo Alka 910 using a stiff nylon brush, then dry with a cloth
5. The machine is dismantled once a month for rough cleaning and cleaned inside.

INSTRUCTIONS (MANUAL)

6. Wash with stiff nylon brush
7. Rinse with clean water.
8. Dry the trays with IPA Spirit Wipes

INSTRUCTIONS (AUTOMATIC)

9. Wash the trays in the dishwasher
10. Dry the trays with IPA Spirit Wipes



MANUAL CLEANING

PRODUCT NAME
Imo Alka 910

AUTOMATIC CLEANING

PRODUCT NAME
Dish washing agent
Bistro Manu 940
IPA Sprit Wipes

SLICERS

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Separate the machine parts and clean the loose components in a dishwasher.
3. Clean the machine in the solution for use.
4. Wipe off with a cloth wrung in clean water.

DISINFECTION

5. Apply the Desinfect O solution.
6. Wash with clean water after 15 minutes.
7. Wipe with a cloth wrung in clean water.
8. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Desinfect O

FRYER

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Wash the frying baskets in a dishwasher.
3. Empty the machine of deep fat.
4. Soak the machine in the solution for use for approx. 5 minutes.
5. Empty and wash thoroughly with soap and a brush.
6. Rinse with clean water.

NB:

Clean once a week



PRODUCT NAME
Imo Alka 910
Dish washing agent

DISH WASHING

INSTRUCTIONS

Bistro Alu CL 342 is well suited in industrial dishwashers with automatic dosing and works effectively in soft and medium hard water conditions. Bistro Alu CL 342 is a chlorinated, strongly alkaline dishwashing liquid which is especially effective for removal of dirt on aluminum. Bistro Alu CL 342 effectively removes discoloration from coffee and tea.

Bistro 741 is used in professional dishwashers for hard water. Is well suited for all glass types without decoration as well as china and cutlery. Bistro 741 effectively removes coffee and tea residues plus lipstick and fat. Bistro 741 is not suited for aluminium or other light metal alloys. Bistro 741 is an effective washing-up liquid for glass and tableware. Bistro 741 has a good cleaning power also in case of colourants and tannins. Odour neutral agent.

Bistro Alu 742 is well suited in industrial dishwashers with automatic dosing and works effectively in soft and medium hard water conditions. Bistro Alu 742 is a strongly alkaline dishwashing liquid which is especially effective for removal of dirt on aluminum. Bistro Alu 742 effectively removes discoloration from coffee and tea.

Bistro Rinse 780 is well suited for all types of dishwashers. Bistro Rinse 780 is low foaming. Bistro Rinse 780 breaks down the surface tension of the water in the rinsing phase and leaves the tableware shining brightly.



PRODUCT NAME
Bistro Alu CL 342
Bistro 741
Bistro Alu 742
Bistro Rinse 780

SERVICE COUNTERS

INSTRUCTIONS (GLASSET)

1. Spray Uni Glass 121 onto a cloth and wipe the glass

INSTRUCTIONS (SERVICE COUNTERS)

2. Soap with a soap brush
3. Rinse with clean water.
4. Wipe using a cloth

NB:

Avoid spraying when there is bread in the display cases



PRODUCT NAME
Uni Glass Spray 121
Imo Alka 910

FLOORS

INSTRUCTIONS

1. Apply chemicals using foam equipment and distribute with floor washing brush
2. Rinse with cold water.
3. Scrape with the floor squeegee.
4. Wipe with a mop if necessary.
5. Disinfect the cleaning equipment.
6. Use a floor washing machine if possible.

DISINFECTION

7. After cleaning, apply the disinfectant with foam equipment and use the stiff deck scrub if necessary.
8. Rinse with clean water.
9. Scrape with the floor squeegee.
10. Wipe with a mop if necessary.



PRODUCT NAME
Imo Alka 910 / Foam Neutral 333 /
Foam Alka 334
Desinfect Maxi
Floor Terrazzo W 330

WOODEN FLOORS
Floor Terrazzo W 330

STORAGE

INSTRUCTIONS

1. Apply chemicals with foam equipment.
2. Wash the surfaces thoroughly with a mop, doodlebuck or brush.
3. Rinse with plenty of cold water.
4. Wipe shelves and racks with paper or a cloth.
5. Wipe walls and floors

DISINFECTION

6. Apply disinfectant with foam equipment after cleaning.
7. Rinse with clean water.
8. Wipe off shelves and racks with paper or a cloth.
9. Wipe off walls and floors with a mop if necessary.

NB:

Frequency: Once every quarter



PRODUCT NAME
Imo Alka 910
Foam Neutral 333
Foam Alka 334
NovaClean

FLOOR GRATES

INSTRUCTIONS

1. Clean the floor grates with a brush in an Imo Alka 910 solution
2. Rinse with cold water



PRODUCT NAME
Imo Alka 910

REFRIGERATORS

INSTRUCTIONS

1. Empty the refrigerator and move the contents to a cold store or another refrigerator.
2. Clean shelves and other loose components in a dishwasher.
3. Wash the refrigerator with a cloth or brush
4. Wipe with a cloth wrung in cold water.

DISINFECTION

5. Apply the Disinfectant O solution.
6. Wash with clean water after a min. of 5 minutes.
7. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Desinfect O

FREEZERS AND COLD STORES

INSTRUCTIONS

1. Empty the freezer and cold store and transfer contents to another freezer or cold store.
2. Clean shelves and other loose components in the dishwasher.
3. Freezer and cold store must be completely defrosted. (Use the bottom of an empty bottle to knock the ice off the sides - this makes defrosting easier).
4. Clean the freezer and cold store with the solution for use.
5. Dry off with a cloth/mop wrung in cold water.

DISINFECTION

6. After cleaning, apply disinfectant using foam equipment.
7. Allow to work for a min. of 5 minutes.
8. Rinse off with cold water.
9. Wipe walls and floors with an industrial mop if necessary.
10. Remember to disinfect door handles.



PRODUCT NAME
Bistro Manu 940
Foam Neutral 333
Foam Alka 334
Desinfect Maxi or Desinfektion

INVENTORY (WALLS, TILES, TABLES AND SHELVES)

INSTRUCTIONS

1. Apply chemicals with foam equipment.
2. Wash the surfaces thoroughly with a mop, doodlebuck or brush.
3. Rinse with plenty of cold water.
4. Wipe off shelves and racks with paper or a cloth.
5. Wipe off walls and floors with an industrial mop if necessary.

DISINFECTION

6. Apply the disinfectant with foam equipment after cleaning.
7. Rinse with clean water after a min. of 15 minutes.
8. Wipe shelves and racks with paper or a cloth.
9. Wipe off walls and floors with an industrial mop if necessary.



PRODUCT NAME
Bistro Manu 940
Lime 374

ESPRESSO COFFEE MACHINES

INSTRUCTIONS

1. Make sure that the machine is turned off
2. Take the machine apart and afterwards clean the loose components in a dishwasher
3. Clean the machine in the solution for use with a brush or scourer machine
4. Wipe off with a cloth wrung in clean water
5. Wipe off with a dry cloth or paper
6. Descale according to the manufacturer's instructions



PRODUCT NAME
Bistro Manu 940
Lime 374

VANS

INSTRUCTIONS (INSIDE)

1. Apply to surface with mop. Allow to work for 2 - 5 min.
2. Use Doodlebuck or mop if necessary
3. Rinse with clean water or dry off with mop

DISINFECTION

4. Dissolve tablets/powder in lukewarm water (approx. 30°C). After 2-3 minutes, the tablet/powder will be completely dissolved and after a further 5 minutes the solution will be ready for use
5. Apply the solution using a disinfectant spray or apply manually with a clean cloth, sponge or brush
6. Contact time 15 - 30 minutes
7. After disinfection, all surfaces subsequently coming into contact with foods must be thoroughly rinsed with water



PRODUCT NAME

Inside: Imo Alka 910
Desinfect O
Outside: Autoshampoo

TOILETS

INSTRUCTIONS

1. Sani Toilet F 961 is used for cleaning toilet bowls and urinals. Suitable for removing lime soaps and limestone and urinary calculus deposits. Use undiluted.
2. Sani Odour Spray 368 can be used everywhere to remove undesirable odours. Odour Remover Spray is particularly suitable for strong toilet odours.
3. Novaclean spray is used as a basic cleaning agent for all surfaces.



PRODUCT NAME

Sani Toilet F 961
Sani Odour Spray 368
NovaClean

LAUNDRY

INSTRUCTIONS

Tex Powder Color 751 is well-suited for machine washing in soft as well as hard water at 30-60°C, of all coloured textiles. Tex Powder Color 751 must NOT be used for washing wool and silk. Remember always to wash coloured textiles separately the first 2-3 times

Tex Powder White 750 is a broad-spectrum washing powder which is well suited for machine washing at 40 -95°C of all types of white and light colored textiles. Tex Powder White 750 contains bleaching agent which bleaches away colored stains at 50-95°C. The higher the temperature the stronger the bleaching. Tex Powder White 750 can be used for wash of all types of colored textiles at 40°C and colorfast colored textiles which need bleaching at 50-60°C. (Colored textiles should always be washed separately the first 2-3 times).

Tex Softener F 351 is a liquid, concentrated fabric softener. Tex Softener F 351 counteracts static electricity, especially when washing and tumbler drying synthetic textiles. Tex Softener F 351 softens the clothes while giving them a pleasant odour.



PRODUCT NAME

Tex Powder Color 751
Tex Powder White 750
Tex Softener F 351

SELF-MONITORING PROGRAM

GOOD WORK PROCEDURES

All food businesses must incorporate good working procedures to ensure good hygiene and correct labelling of goods. It is up to you to determine what constitutes good work procedures for your business – the main thing is that they ensure good production hygiene, personal hygiene and cleaning, that foods are correctly labelled and that you comply with regulations.

Self-monitoring helps you to ensure:

Food safety

Good daily hygiene

Compliance with food legislation

THINGS TO CONSIDER:

When you write your self-regulation programme, think about the points crucial to food safety.

You can do this by asking yourself:

- What and where can things go wrong in my business?
- How do I run my business so things do not go wrong?
- How do I ensure that things do not go wrong?
- What do I do if things do go wrong?

Going through the points for each potential problem area will provide you with a good overview.

Take, for example, a typical product's journey through your business:

- You receive the goods
- You process them, e.g. refrigerate them, prepare them, pack them and
- You store the goods and sell them – refrigerated counter/buffet/serving.

CLEANING AND HYGIENE PLAN

Subject	Daily	2x Weekly	1x Weekly	Monthly	Product/dosing	Method
Kitchen	X					
Floors	X					
Walls, doors etc.	X					
Work tables	X					
Cutting boards	X					
Ovens	X					
Tools	X					
Refuse stands	X					
Disinfection	X					
Toilets	X					
Shelves		X				
Oven interior			X			
Refrigerator and compartments			X			
Pull machinery clear of walls			X			
Descaling			X			
Phone			X			
Extraction filter				X		
Stores						
Sweep floor	X					
Wash floor			X			
Store shelves				X		
Personal hygiene						
Wash hands	X					Several times a day. Always in connection with production changeover. Always after toilet visits. Use the soap dispenser.
Hand disinfection	X					Several times a day. As needed.
Work clothes	X					Clean clothes every day
General	X					No jewellery or nail varnish. Long hair must be securely tied up