

HYGIENE- AND CLEANING HANDBOOK

HORECA

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 manual targeting the Horeca-segment. The idea is to use the manual for cleaning reference.

Novadan is the leading supplier of eco-friendly cleaning agents and Novadan develops products that 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.

GENEREL GUIDELINES

- Cleaning up, removal of paper, packaging, emptying of rubbish bins.
- Tools and loose machinery components should be collected together and cleaned manually or in a dishwasher.
- Machinery is prepared for cleaning (rough cleaning).
- Tables, machinery and other equipment are cleaned.
- The floor is roughly 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.
- Scrape floors and horizontal surfaces with a dry rubber scraper.
- Clean cleaning equipment and hang before drying.

CHEMICAL PLAN FOR SURFACE CLEANING AND DISINFECTION

Day	Rough hosing	Soap/surface cleaning	Rinse	Disinfection (appr. 15. min)	Final rinse
Monday	X	Foam Alka 334	X	Desinfect Maxi	X
Tuesday	X	Foam Alka 334	X	Desinfect Maxi	X
Wednesday	X	Foam Acid 335	X	Desinfect Maxi	X
Thursday	X	Foam Alka 334	X	Desinfect Maxi	X
Friday	X	Foam Alka 334	X	Desinfect Maxi	X

DISHWASHING (LIQUID)

INSTRUCTIONS

1. **Bistro 741** is used in professional dishwashers for hard water. Is well suited for all types of glass without decoration as well as china and cutlery. Bistro 741 effectively removes coffee and tea residues plus lipstick and fat.
2. **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.
- 3.
4. **Bistro Glas 345** is used in professional dishwashers for hard water. Is well suited for all glass types with decoration as well as china and cutlery.
5. **Bistro Rinse 780**: 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.
6. **Bistro Rinse 380** is well suited for all types of dishwashers. Bistro Rinse 380 is low foaming. Bistro Rinse 380 breaks down the surface tension of the water in the rinsing phase and leaves the tableware shining brightly. Furthermore, Bistro Rinse 380 has a preventive effect against lime deposits in the dishwasher.



PRODUCT NAME
Bistro 741
Bistro Alu 742
Bistro Glas 345
Bistro Rinse 780
Bistro Rinse 380

DISHWASHING (LIQUID) GLASS

INSTRUCTIONS

Bistro Glas 345 is used in professional dishwashers for hard water. Is well suited for all glass types with decoration as well as china and cutlery.

Bistro Rinse 780 is well suited for all types of dishwashers. Bistro Rinse 780 is low foaming.

Bistro Rinse 380: Nedbryder vandets overfladespænding i skyllefasen og efterlader servicet skinnende blankt. Derudover har Bistro Rinse 380 en forebyggende effekt over for kalkbelægninger i opvaskemaskinen.



PRODUCT NAME
Bistro Glas 345
Bistro Rinse 780
Bistro Rinse 380

DISHWASHING (LIQUID)

INSTRUCTIONS

Bistro CL 341 is well suited in industrial dishwashers with automatic dosing and works effectively in soft and medium hard water conditions. Bistro CL 341 is a strongly alkaline product with chlorine which effectively removes dirt on glass, porcelain, plastic and stainless steel.

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 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.

Bistro Rinse 380 is well suited for all types of dishwashers. Bistro Rinse 380 is low foaming. Bistro Rinse 380 breaks down the surface tension of the water in the rinsing phase and leaves the tableware shining brightly. Furthermore, Bistro Rinse 380 has a preventive effect against lime deposits in the dishwasher.



PRODUCT NAME
Bistro CL 341
Bistro Alu CL 342
Bistro Rinse 780
Bistro Rinse 380

DISHWASHING (POWDER)

INSTRUCTIONS

Bistro Powder 743 is well suited for dishwashing of tableware and cutlery in small industry and household dishwashers. Bistro Powder 743 effectively removes all types of fat and scraps of food from tableware and cutlery.

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.

Bistro Rinse 380 is well suited for all types of dishwashers. Bistro Rinse 380 is low foaming. Bistro Rinse 380 breaks down the surface tension of the water in the rinsing phase and leaves the tableware shining brightly. Furthermore, Bistro Rinse 380 has a preventive effect against lime deposits in the dishwasher.



PRODUCT NAME
Bistro Powder 743
Bistro Rinse 780
Bistro Rinse 380

DISHWASHING (POWDER)

INSTRUCTIONS

Bistro Powder CL 349 is a concentrated alkaline dishwashing powder for manual dosage. Bistro Powder CL 349 is well suited for industrial and household dishwashers. Bistro Powder CL 349 gives a sparkling clean dishwashing.

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.

Bistro Rinse 380 is well suited for all types of dishwashers. Bistro Rinse 380 is low foaming. Bistro Rinse 380 breaks down the surface tension of the water in the rinsing phase and leaves the tableware shining brightly.



PRODUCT NAME
Bistro Powder CL 349
Bistro Rinse 780
Bistro Rinse 380

SMOKE CHAMBERS

INSTRUCTIONS

1. Apply foam 230 to all visible surfaces and to smoke channels.
2. Connect Cip Alka 60 to the system.
3. Close the oven and activate the CIP system.
4. After completing CIP cleaning, apply Foam 230 where needed.



PRODUCT NAME
Foam 230
CIP Alka 60

OVENS

INSTRUCTIONS

1. The temperature in the oven should be max. 50°C on the back wall.
2. Clean the stove with concentrated Bistro Oven 347 with a brush or scourer machine.
3. Rinse with clean water.
4. Wipe with a cloth or paper.

INSTRUCTIONS (PROVING CABINETS)

1. Apply chemicals and allow solution to work for several minutes.
2. Wash off thoroughly with brush.
3. Rinse and scrape/dry with rubber scraper and cloth.

INSTRUCTIONS (DECK OVENS / PIZZA OVENS)

1. The glass can be cleaned with Bistro Imo 310.



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

MIXERS

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Separate the machine parts and clean the loose components in a dishwasher.
3. Remove any meat cut-offs and soap the machine with a brush or hand scrub pad. Wipe with a damp cloth.
4. Wipe with damp cloth
5. Assemble the machine and try it out.
6. Remember to disinfect the knife after sharpening.

DISINFECTION

7. Apply the Desinfect O solution.
8. Allow to work for 15 minutes.
9. Rinse the machine with clean water.
10. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Desinfect O

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 (do not scratch the surface).
4. Rinse the table and dry using a clean cloth.
5. Disinfection: IPA Sprit Wipes.

DISINFECTION

6. After cleaning, apply Desinfect Maxi or chlorine solution
7. Wait 5 minutes
8. Rinse the steel table with clean water
9. Wipe of with a dry cloth of paper



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

BAKING TABLES

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 be used for products to be baked in an oven, as wooden tables are infected.
6. Disinfection: IPA Sprit Wipes.



PRODUCT NAME
Imo Alka 910
IPA Sprit Wipes

DEEP FRYERS

INSTRUCTIONS

1. Make sure 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.

OBS:

Clean once a week



PRODUCT NAME
Imo Alka 910

TILTING FRYING PANS

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Do not clean the cooking surface with chemicals. Remove any burnt-on residues by soaking the surface in clean water and scrubbing.
3. Wipe off the cooking surface with paper and rub with coarse salt.
4. Clean the machine on the outside with the solution for use.
5. Wipe off with a dry cloth or paper.

DISINFECTION

6. Apply the Disinfect O solution.
7. Wash with clean water after a minimum of 15 minutes.
8. Rinse the machine with clean water.
9. Wipe with a cloth or paper.

SLICERS

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Take the machine apart and clean the loose components in a dishwasher.
3. Remove any meat cut-offs and soap the machine with a brush or hand scrub pad. Wipe off with a damp cloth.
4. Wipe off with a cloth wrung in clean water.
5. Assemble the machine and try it out.

DISINFECTION

6. Apply the Disinfect O solution.
7. Allow to work for 15 minutes.
8. Rinse the machine with clean water.
9. Wipe off with a cloth or paper.

TILTING KETTLES

INSTRUCTIONS (TILTING KETTLES)

1. Make sure that the machine is turned off.
2. Clean in the solution for use, scrub thoroughly with a brush or scrub pad.
3. Rinse with clean water.
4. Air-dry upside down.

INSTRUCTIONS (UTENSIL TROLLEY)

5. Clean in the solution for use, scrub thoroughly with a brush or scrub pad.
6. Rinse with clean water.
7. Air-dry upside down.

KETTLE

INSTRUCTIONS

1. Rinse off any residues.
2. Apply the solution for use with a brush or sponge.
3. Rinse with hot water.
4. Use Lime 374 for periodic descaling of kettle.



PRODUCT NAME
Imo Alka 910
Desinfect O



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Desinfect O
IPA Sprit Wipes



PRODUCT NAME
KIPGRYDE:
Bistro Manu 940
Imo Alka 910

REDSKABSVOGN:
Bistro Manu 940
Imo Alka 910



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Lime 374

POTATO PEELERS

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Separate the machine parts and rinse and clean the loose components thoroughly with a brush.
3. Afterwards, clean the loose components in a dishwasher.
4. Clean the machine on the outside with a brush or a wrung cloth.
5. Wipe with a dry cloth or paper.

DISINFECTION

6. Apply the Desinfect O solution
7. Rinse with clean water after minium 15 minutes
8. Wipe with cloth or paper.



PRODUCT NAME
Bistro Manu 940
Dishwashing agent
Desinfect O

JUICES & CENTRIFUGES

INSTRUCTIONS

1. Check that the machine is turned off.
2. Separate the machine parts and rinse and clean thoroughly with a brush.
3. Clean the loose parts in the dishwasher.
4. Run the machine twice with a solution for use.
5. Rinse with water.
6. Wash the machine on the outside with a solution for use.
7. Wipe with a wrung cloth or paper.

DISINFECTION

8. Apply Disinfectant O solution.
9. Wash with clean water after a min. of 15 minutes.
10. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Dishwashing agent
Desinfect O

BREAD SLICER

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Separate the machine parts and sweep away crumbs. Rinse the loose components and clean roughly with a brush.
3. Afterwards, clean the loose components in a dishwasher.
4. Clean the machine in the solution for use.
5. Wipe with a wrung cloth in clean water or paper.

INSTRUCTIONS

6. IPA sprit 70% solution is applied.
7. Wash with clean water after a minimum of 15 minutes.
8. Wipe off with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Dishwashing agent
IPA Sprit 70%

PACKAGING MACHINE

INSTRUCTIONS

1. Make sure that the machine is turned off.
2. Take the machine apart and rinse the loose components.
3. Clean loose components in a dishwasher.
4. Clean the machine with a brush.
5. Foam-clean the machine and rinse thoroughly with water.
6. Wash the machine with disinfectant, allow to work for 15 minutes and rinse thoroughly.
7. Afterwards wipe off with a dry cloth or paper.



PRODUCT NAME
Imo Alka 910
Foam Alka 334
Dishwashing agent

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 off with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Desinfect O

STOVES

INSTRUCTIONS

1. Clean the stove in the solution for use with a brush or scourer machine.
2. Wipe with a cloth wrung in clean water.
3. Wipe with a cloth or paper.

DISINFECTION

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



PRODUCT NAME
Bistro Manu 940
Imo Alka 910
Desinfect O

BAKING TRAYS

INSTRUCTIONS (MANUAL)

1. Brush baking trays as needed.
2. Empty the crumb drawer once a week.
3. Then clean with a brush.
4. Wash with Bistro Imo 910 using a stiff nylon brush, then dry with a cloth.

INSTRUCTIONS (MANUAL)

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

INSTRUCTIONS (MACHINE)

8. Wash the trays in the dishwasher
9. Wipe the trays with IPA Spirit Wipes.



PRODUCT NAME
MANUAL CLEANING

Imo Alka 910
IPA Sprit 70% Wipes

MACHINE CLEANING

Dishwashing agent
Bistro Manu 940
IPA Sprit 70% Wipes

HEATING TROLLEYS

INSTRUCTIONS

1. Make sure the trolley is turned off.
2. Take the trolley apart and rinse and clean the loose components roughly with a brush.
3. Afterwards, clean the loose components in a dishwasher.
4. Soap the trolley with the solution for use with a brush and rinse with cold water.
5. Apply the disinfectant and allow to work for 5 minutes.
6. Wipe the machine on the outside with a cloth wrung in clean water.
7. Afterwards wipe with a dry cloth or paper.

DISINFECTION

8. Apply the Disinfect O solution.
9. Wash with clean water after a minimum of 15 minutes.
10. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Dishwashing agent
Imo Alka 910
Desinfect O

REFRIGERATE

INSTRUCTIONS

1. Take out and empty all loose components and wash them in a dishwasher.
2. Clean refrigerator in the solution for use.
3. Wipe with a cloth wrung in water.
4. Afterwards wipe with a dry cloth or paper.

DISINFECTION

5. Apply Disinfect O solution.
6. Allow to work for a minimum of 15 minutes.
7. Wash with clean water.
8. Wipe with a dry cloth or paper.



PRODUCT NAME
Bistro Manu 940
Dishwashing agent
Desinfect O

HOT PLATES/BAIN MARIE

INSTRUCTIONS

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

DISINFECTION

1. Apply the Disinfect O solution.
2. Wash with clean water after a minimum of 15 minutes.
3. Wipe with a cloth or paper.



PRODUCT NAME
Bistro Manu 940
Desinfect O

KNIVES AND 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 with a dry cloth or paper.

DISINFECTION

1. Soap tools that cannot be put in the dishwasher.
2. Soak in the Disinfect O solution for a minimum of 15 minutes.
3. Rinse with cold water.
4. Afterwards wipe 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
Dishwashing agent
Desinfect O

REFRIGERATOR

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 Disinfect O solution.
6. Wash with clean water after a minimum of 15 minutes.
7. Wipe with a cloth or paper.

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 with a cloth/mop wrung in cold water.

DISINFECTION

6. After cleaning, apply disinfectant in cold store using foam equipment.
7. Allow to work for a minimum of 15 minutes.
8. Rinse off with cold water.
9. Dry walls and floors with an industrial mop if necessary.
10. Remember to disinfect door handles.

EXTRACTION FILTERS/ VENTILATION

INSTRUCTIONS (MANUAL)

1. Take down filter sections
2. Add Imo Alka 910 to hot water and soak the filters.
3. Allow the filters to soak for approx. 15 minutes and rinse with water.

INSTRUCTIONS (MACHINE)

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
Dishwashing agent
Imo Alka 910
Desinfect O



PRODUKTNAMN
Bistro Manu 940
Dishwashing agent
Foam Neutral 333
Foam Alka 334
Desinfect Maxi
Desinfektion



PRODUKTNAMN
Imo Alka 910
Dishwashing agent

TOILETS

INSTRUCTIONS

1. Sani Toilet F 763 is used for cleaning toilet bowls and urinals. Suitable for removing lime soaps and limestone and urinary calculus deposits. Use undiluted.
2. Lime Alka Spray 372 is used for cleaning and whitening of joints that has been discoloured
3. Sani Odour Spray 368 can be used everywhere to remove undesirable odours. Sani Odour Spray 368 is particularly suitable for strong toilet odours.
4. Novaclean spray is used as a basic cleaning agent for all surfaces.



PRODUCT NAME
Sani Toilet F 763
Lime Alka Spray 372
Sani Odour Spray 368
Novaclean Spray

BEDS

INSTRUCTIONS

1. Change the bed linen and make the bed.
2. Vacuum the carpets.
3. Use a mop to remove dust and dirt from difficult surfaces, e.g. on top of fixtures, behind radiators and along floor panels.
4. The bed frame, bedside tables and lamps should be wiped off using a microfibre cloth with one of the universal cleaning agents.



PRODUCT NAME
Uni Surface 920
Uni Surface F 920

TABLES AND CHAIRS

INSTRUCTIONS

1. Tables and chairs should be wiped using a microfibre cloth with one of the universal cleaning agents.
2. In connection with heavy soiling, we recommend using Novaclean Spray, as it dissolves dirt and removes soiling. Follow up by wiping with a microfibre cloth.



PRODUCT NAME
Uni Surface 920
Uni Surface F 920
Novaclean Spray

STOREROOMS/BASEMENT ROOMS/ FITTINGS

INSTRUCTIONS

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

DISINFECTION

6. Apply disinfectant with foam equipment after cleaning.
7. Rinse with clean water.
8. Wipe shelves and racks with paper or cloth.
9. Wipe 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

FLOORS

INSTRUCTIONS (TILE / QUARRY TILE)

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.

INSTRUCTIONS (WOODEN FLOORS)

Floor Terrazzo W 330

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.

SALAD BARS

INSTRUCTIONS

1. Take out and empty all loose components and wash them in a dishwasher.
2. Clean the salad bar in the solution for use with a brush or scourer machine.
3. Wipe with a cloth wrung in clean water.
4. Wipe with a dry cloth or paper.

DISINFECTION

5. Apply the Disinfect O solution.
6. Wash with clean water after a minimum of 15 minutes.
7. Wipe with cloth or paper.

ESPRESSO COFFEE MACHINES

INSTRUCTIONS

1. Make sure 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 with a brush or scourer machine.
4. Wipe with a cloth wrung in clean water.
5. Wipe with a dry cloth or paper.
6. Descale according to the manufacturer's instructions.



PRODUCT NAME

Imo Alka 910
Foam Neutral 333
Foam Alka 334
Desinfect Maxi
Floor Terrazzo W 330
Floor 930
Floor F 930



PRODUCT NAME

Bistro Manu 940
Dishwashing agent
Imo Alka 910
Desinfect O



PRODUCT NAME

Bistro Manu 940
Dishwashing agent
Lime 374

SERVICE COUNTERS

CREDIT CARD TERMINAL OR CASH REGISTERS

INSTRUCTIONS (GLASS)

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

INSTRUCTIONS (DISPLAY CASE)

2. Soap with a brush.
3. Wipe using a cloth.
4. Avoid spraying when there is food in the display cases

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.
3. 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.
4. 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.
5. Dry your hands with disposable paper.

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.

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

VANS

INSTRUCTIONS (INSIDE)

1. Apply to surface with mop. Allow to work for 2 - 5 min.
2. Use doodlebug 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

Uni Glass Spray 121
Imo Alka 910



PRODUCT NAME

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



PRODUCT NAME

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



PRODUCT NAME

Inside: Imo Alka 910
Desinfect O
Outside: Autoshampoo

PH-SCALE

A product's pH value tells you whether it is acidic, alkaline or neutral. Strongly acidic cleaning agents for removing rust and calcium have a pH value close to zero, while strongly alkaline cleaning agents for removing fat have a pH value close to 14. The neutral agents lie in the mid-range, e.g. water, which is neutral, has a pH value of 7.

SELF-MONITORING PROGRAM

GOOD WORK PROCEDURES

All food businesses must incorporate good work 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-regulation helps you to ensure:

Food safety

Good daily hygiene

Compliance with food legislation

THINGS TO CONSIDER:

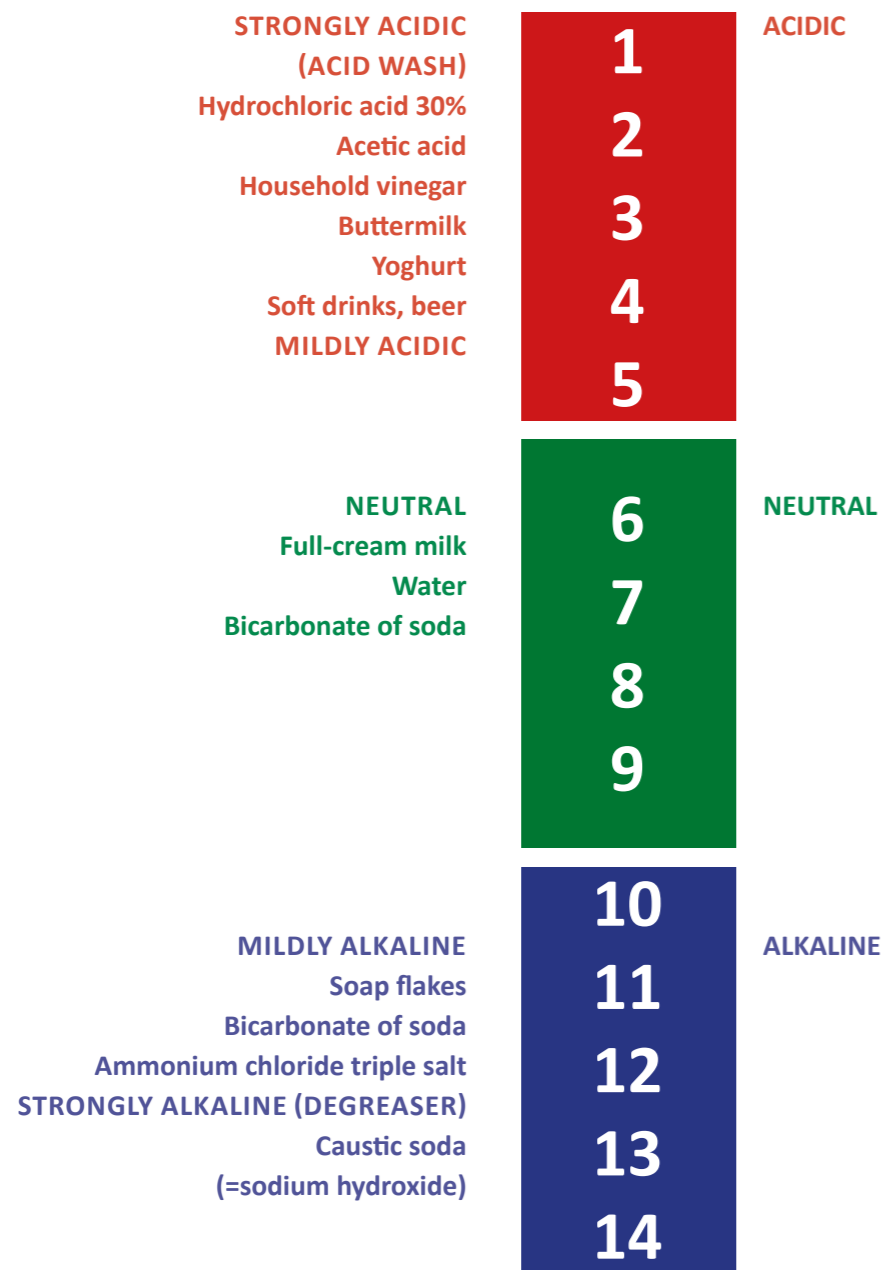
When you write your self-regulation programme, think about the points crucial to food safety.

- 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 week	1x week	Monthly	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.
Disinfect hands	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.

