Temperature Control and Cleanliness Awareness Package

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Introduction

This package is intended for all Shire of Exmouth high and medium risk food businesses. The primary aim of this package is to empower food business operators with the knowledge and materials to comply with the Cleaning and Sanitising and Temperature requirements of the Food Safety Standards. The provision of documented cleaning schedules and temperature logs will assist business owners and Shire Environmental Health Officers in confirming these standards are being attained.

Cleaning and Sanitising

Food businesses must maintain their premises and their food transport vehicles (if any) to a high standard of cleanliness, so there is no build-up of rubbish, recycling material, food-waste, dirt or grease. This standard also applies to all the fixtures, fittings, equipment and vehicles used to transport food. Preparing fresh food on dirty equipment will transfer bacteria. Food utensils and equipment must be cleaned and sanitised before each use. The surfaces that food may come in contact with must also be cleaned and sanitised.

Cleaning is removing unwanted visible material such as grease, food, dust, stains and other contamination including smells and tastes.
Sanitising is the killing of food poisoning bacteria, or reducing them to a minimum possible level.

Every part of the business, from the receiving dock to the front door needs to be maintained in a clean and good working order. Throw away all chipped, broken or cracked eating or drinking utensils.

When planning your cleaning and sanitising program, remember the following points:

- Start at the back and work towards the front. Start high and work your way down.
- Single use paper towels are better than cloths. If you use cloths, they must be washed in hot water and detergent after every use.
- Use the right size brush for each task.
- Use food safe detergents and sanitisers.
- Clean as you go
- Keep cleaning chemicals away from food storage areas
- A commercial dishwasher will sanitise most equipment and customer contact items.
- Air-dry equipment or use clean dry tea towels where this is not possible.
- Educate staff on correct cleaning and sanitising procedures check their knowledge and re-educate staff if required.
- Make sure there are containers for garbage and recycled matter.

Cleaning Schedules

A cleaning schedule is a way of making sure that everything that needs to be done to make sure your business is clean, is done. It sets out the tasks of cleaning, how often each job needs to be done, how it should be done, and who should do it

What does a cleaning schedule look like?

Begin at the back of your premises and write down everything that needs to be cleaned as you walk towards the front. Write down all equipment, walls, benches, hand basins and fridges. (See page 3 for an example list which you may want to begin with.) Then, using the example on page 4, write down how you will clean that piece of equipment, how often you will clean it, what materials and chemicals will be used and who will do the cleaning. There is a page of cleaning job sheets on page 5 that you can photocopy and then use to write down how you will clean each piece of equipment. Keep all these together with the rest of your documentation to make your cleaning schedule

Six steps to proper cleaning

1. **Pre Clean**
   Scrape, wipe or sweep away food scraps and rinse with water.
2. **Wash**
   Use hot water and detergent to take off any grease and dirt. Soak if needed.
3. **Rinse**
   Rinse off any loose dirt or detergent foam.
4. **Sanitise**
   Use a sanitiser to kill any remaining germs.
5. **Final rinse**
   Wash off sanitiser (Read sanitiser's instructions to see if you need to do this).
6. **Dry**
   Allow to air dry.

How to sanitise

Most food poisoning bacteria are killed if they are exposed to chemical sanitisers, heat, or a combination of both. To sanitise small items, soak them for at least 5 minutes in a sink of water at 50℃ with bleach. If using household bleach then ad d 1.25 mls to every litre of water used. For commercial bleach add 0.5 mls per litre of water used. Alternatively, you can soak the items for 2 minutes in clean water at a temperature of 82℃ or hotter. To sanitise surfaces like floors, walls and hand basins, use 2.5 mls of household bleach for every litre of water. If you are using commercial bleach, then add 1 ml for every litre of water.

List of Items to be Cleaned

In order to ensure that all items requiring cleaning have a cleaning schedule prepared for them, it is advisable to start with a basic list of all items, and then create individual schedules from this list. A good "rule of thumb" is to physically walk through the premises, starting with the structural items (floors, walls, ceilings, fixtures, fittings etc), and then move onto the smaller items.

Your list could include, but is not limited to:

Exposed Floors	Floors Beneath Equipment	Exposed Walls
Walls Behind Equipment	Cupboards	Shelving
Windows / Flyscreens	Ceilings	Interior of Cool Room
Refrigerator/s	Freezer/s	Dry Storage Areas
Ovens	Stove Tops	Splashbacks
Bain Marie/s	Display Counter/s	Display Cabinet/s
Waste receptacles	Light Fittings	Exhaust Fans / Canopies
Fans	Grease Trap	All Staff / Patron Toilet Areas
Coffee machines	Microwaves	Hand Wash Basin/s
Food Preparation Sink/s	Food Handling Utensils	Food Preparation Benches
Meat Slicer		

EXAMPLE - Cleaning and Sanitising Table

EXAMPLE ONLY

What is to be cleaned:	Bain marie
How to clean:	1. Drain water from unit. 2. Remove and throw out food, etc. from trays 3. Remove detachable trays and grids 4. Rinse in warm water 5. Wash in warm water with detergent. Use brush and scourer as needed. Soak if needed. 6. Rinse with clean water. 7. Apply sanitiser and soak detachable trays and grids. 8. Allow to air dry.
How often:	Every day after use.
Products used:	Scraper, brush, scourer, detergent, sanitiser.
Who will clean:	Kitchen hand

Cleaning and Sanitising Template **Photocopy this page before use**

What is to be cleaned:			**What is to be cleaned:**	
How to clean:			**How to clean:**	
How often:			**How often:**	
Products used:			**Products used:**	
Who will clean:			**Who will clean:**	

Temperature Control

Time, temperature and food safety

Bacteria in food can grow to huge numbers if they get conditions that suit them. Ready-to-Eat High Risk Food held at a temperature of between 5℃ and 60℃ (The Temperature Danger Zone) is the ideal place for bacteria to multiply. When thinking about the safety of food, it is important to remember the two hour/four hour rule:

Ready-to-Eat High Risk Food which has been kept between 5℃ and 60℃:

- For a total of 4 hours or longer must be thrown out.
- For a total of less than 2 hours must be refrigerated or used immediately;
- For a total of more than 2 hours, but less than 4 hours must be used immediately.

Remember that these times are cumulative – each period in the Temperature Danger Zone has to be added up to reach a total time

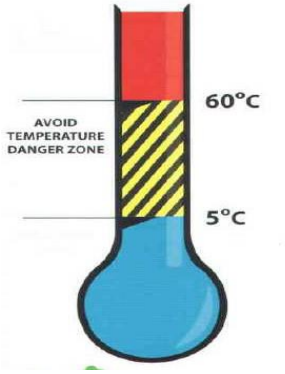
REMEMBER — IF IN DOUBT — THROW IT OUT!

Serving and displaying food

Serving food safely relies on the people working with food knowing about food safety, including avoiding cross contamination and good personal hygiene practices.

What do I need to check?

- Check that food is served as quickly as possible after preparation
- Refrigerate cold food during delays in production and before serving.
- Make sure that people who serve food have enough skills and knowledge for the tasks they need to do.
- Keep hot food at 60℃ or hotter.
- Keep cold food cold at 5℃ or colder.
- Use a clean and sanitised thermometer to check that the temperature at the centre of hot food is 60℃ or hotter. (You do not need to check every dish, just a representative sample).
- Use a clean and sanitised thermometer to check that the temperature at the centre of cold food is 5℃ or colder.
- If you are serving frozen food, it must be -15℃ or colder (or frozen hard) or as the manufacturer specifies.



Storage Units Temperature Log

Place a copy of this record near where you have hot or cold food stored or displayed.

You should check and record the temperature of your food storage units at least twice every day. Things to note are:

- The inside temperature of your refrigerator or coolroom should be 5℃ or colder.
- The temperature of your freezer should be -15℃ or colder (or the food frozen hard).
- If food is between 5℃ and 60℃ for more than 4 hours you must throw away the food.
- Throw away ready to eat food where there has been the possibility of cross contamination.
- Document any corrective actions taken on the record form.

You may also use this record to write down the temperature of food display units, like refrigerated displays, bain maries and pie warmers. For food safety, food needs to be maintained at the correct temperature; for cold food this is 5℃ or colder, f or hot foods, this is 60℃ or hotter. Sometimes the temperature of hot food may fall below 60℃ for short periods. If this happens you must throw the food out after cumulative total time of four hours. You will need to write down any corrective actions you take on the record form. (See page 15 for an example form, and page 16 for a template you can use.)

EXAMPLE - Storage Units Temperature Log

Check Temperature of all units at least twice a day.
Correct Temperature:
- Freezers should be –15 C or frozen hard
- Cool holding units should be 5 C or colder
- Hot holding units should be 60 C or hotter

For the week starting 08/09/12

Unit	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp	Time am/pm	Temp
Big Fridge	11.00am	5 C	10.30am	4 C	10.20am	4.5 C	11.10am	2 C	9.30am	5 C	11.30am	4 C	N/A	N/A
	3.00pm	4 C	3.20pm	4.5 C	3.00pm	4.5 C	3.45pm	2.5 C	2.30pm	4.5 C	3.30pm	4 C	N/A	N/A
Baine Marie	11:10am	40 C	N/A	N/A	N/A	N/A	11.15am	68 C	9.35am	72 C	11.35am	69 C	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	3.50pm	71.5 C	2.35pm	71.5 C	3.35pm	69.5 C	N/A	N/A

Corrective Actions (date and action taken)

08/09/12 11.10am Food in baine marie 40^0 C, food discarded and maintenance company called to fix unit. No further use until unit is fixed.
11/09/12 Baine marie fixed and in use again.

EXAMPLE ONLY

Storage Units Temperature Log Template

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Check Temperature of all units at least twice a day.
Correct Temperature:
- Freezers should be –15 C or frozen hard
- Cool holding units should be 5 C or colder
- Hot holding units should be 60 C or hotter

For the week starting / /

Unit	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp
	am/pm		am/pm		am/pm		am/pm		am/pm		am/pm		am/pm	

Corrective Actions (date and action taken)

Thermometers

In a food business, monitoring temperatures is necessary to show that you are making sure that the food you sell is safe. If your food business stores, transports, prepares, cooks or sells High Risk Foods— meat, seafood, eggs, dairy products and smallgoods or foods which contain these foods, like sandwiches, quiche, and prepared salads — then you must have a thermometer so you can measure the temperature of these foods. Keep the thermometer at your food premises so that it can be used by staff who need to use it. If you have several premises, you will need a thermometer at each premises.

Why do I need a thermometer?

A thermometer will let you check if High Risk Foods have been cooked well enough, are being kept at the correct temperatures in a refrigerator or display unit, or are being cooled and reheated safely. A thermometer will also let you check that High Risk Food is at the correct temperature when it arrives at your business. Australia's food standards also require you to keep High Risk Food foods at 5℃ or colder or at 60℃ or hotter wh en being stored, displayed and transported. There are other temperature requirements which apply to the cooling and reheating of cooked high risk food.

What sort of thermometers do I need?

Probe Thermometer

You must have a thermometer that can be inserted into the food to measure its core temperature, (in the middle) which means the thermometer must have a probe. The thermometer must also be accurate to ±1℃ (±1℃ means plus or minus one [1] degree Celsius). This means that when the thermometer reads 5℃, the actual temperature of th e food will be between 4℃ and 6℃. The accuracy of the thermometer will be shown in the documents that came with the thermometer. If you don't have any documents you will need to contact the thermometer's manufacturer and ask about its accuracy.

Further Information about Thermometers

Although infrared thermometers can be very useful to measure the outside temperature of food, you will still require a probe thermometer to measure the internal temperature of the food. Some cool rooms, bain-marie units, and sandwich display units may have a thermometer attached to them. These thermometers measure the operational temperature of the unit but not the actual temperature of the food. So, to measure the temperature of the food you'll need to use a probe thermometer. You can buy probe thermometers from companies that supply electronic testing equipment or catering equipment. These companies are listed under '*Thermometers*' or '*Catering suppliers*' in the Yellow Pages.

Using and maintaining a Thermometer

You need to be sure that the thermometer you are relying on to ensure the safety of the food you serve is accurate, is used in a way that gives reliable readings and does not contaminate the food you are checking. The following tips may be useful when using your thermometer:

- Make sure the thermometer is calibrated regularly. (You may need to contact the supplier).
- Make sure the probe on the thermometer is cleaned and sanitised before and after measuring the temperature of every food. (Use alcohol swabs, available from chemist shops).
- The core temperature of food should be taken by inserting the probe into the food and waiting approximately 10–60 seconds until the temperature reading has stabilised before reading the temperature.
- If you are using the thermometer to measure hot and cold food, wait for the reading to return to room temperature between measurements.
- If a food is vacuum packed or frozen you can measure the surface temperatures by placing the length of the probe thermometer between two vacuum packs or frozen items — the temperature will be approximate, but the package will remain intact.

You must maintain the thermometer in good working order. This means replacing batteries when they become flat, repairing or replacing the thermometer when it breaks. Thermometers are sensitive pieces of equipment which will break, or lose their accuracy if they are dropped or handled roughly. To maintain the accuracy of the thermometer you need to calibrate it on a regular basis.

Maintenance and Calibration

Every food business that sells High Risk Foods must have a thermometer that is easily accessible and is in a good state of repair and working order. You must make sure flat batteries are replaced, thermometers are fixed or replaced if they break and that each is maintained to an accuracy of at least ±1℃ (±1℃ means plus or minus one [1] degree Celsius). An external contractor, the manufacturer or distributor will be able calibrate this equipment at least once each year. You can test thermometers using the following methods:

Cold temperature Testing

- Pour a mixture of 50% crushed ice and 50% water into a suitable container.
- Let the mixture stand for a period of 5 minutes to allow the temperature of the mixture to become evenly distributed.
- Place the probe of the thermometer into the mixture.
- Wait for approximately 2 minutes.
- Write down the reading of the thermometer. It should read 0℃. If the thermometer reads more than ±1℃ difference it will need to be recalibrated or replaced.

Hot temperature Testing

- Boil tap water and place the thermometer temperature probe into the boiling water.
- Wait for a few minutes to allow the temperature to stabilise.
- Write down the temperature of the thermometer. It should read 100℃. If the thermometer differs more than ±1℃ it will need to be recalibrated, serviced or replaced.

Equipment Calibration Log

You can use this record to make sure that the temperature measuring devices (thermometers) you use are accurate enough to ensure safe food. You should do this at least twice each year. An external contractor, the manufacturer or distributor will be able to calibrate this equipment at least once each year. Write down the test results on the record form. (See page 13 for an example form, and page 14 for a template you can use.)

The following needs to be recorded:

- The piece of equipment.
- The name of the contractor that is calibrating the equipment. (Write 'Self' if you are doing this).
- The date.
- Whether the equipment passes or fails the calibration testing.
- Any corrective action taken.

EXAMPLE - Thermometer Calibration Log

Thermometers should be calibrated at least every six months
Also keep in mind:
- Ensure flat batteries are replaced
- Thermometers need to be maintained to a degree of accuracy of ±1℃

Piece of equipment	Name of calibration contractor (Write 'Self' if doing own check)	Date of Service	Pass or fail	Corrective action taken (if any)
Probe Thermometer	Self	12/10/09	Fail	Batteries replaced. Thermometer still not calibrating correctly.
Probe Thermometer	Thermometers R Us	13/10/09	Fail	Could not ascertain cause of problem. Returned to place of purchase for replacement (under warranty)
(New) Probe Thermometer	Thermometers R Us	16/10/09	Pass	

EXAMPLE ONLY

Thermometer Calibration Log Template

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Thermometers should be calibrated at least every six months
Also keep in mind:
- Ensure flat batteries are replaced
- Thermometers need to be maintained to a degree of accuracy of ±1℃

Piece of equipment	Name of calibration contractor (Write 'Self' if doing own check)	Date of Service	Pass or fail	Corrective action taken (if any)