



**STANDARD GUIDELINE:** Kitchen Cleaning

**Program Area:** Support Services

**Section:** Housekeeping

**Reference Number:** ORG.1910.SG.002

**Approved by:** Regional Lead-Corporate Services & Chief Financial Officer

**Date:** Issued 2024/12/18  
Revised yyyy/mmm/dd

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**PURPOSE:**

To keep staff and clients safe by maintaining a clean and sanitary kitchen by following Public Health and Manitoba Health Standards.

**IMPORTANT POINTS TO CONSIDER:**

It is important that all of the items on this guideline are assigned to a department:

- Environmental Services (EVS)
- Nutrition and Food Services (NFS)
- Physical Plant Services (PPS)

These duties and who completes them, may vary from site to site.

**PROCEDURE:**

EVS to follow for annual cleaning. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheets (SDS).

1. Prepare equipment.
2. Place the housekeeping cart near the door so that the supplies are easily accessible. Ensure the cart is placed appropriately to reduce corridor obstruction.
3. Using a folded cloth with disinfectant cleaning solution, damp wipe high touch surfaces.
4. Spot clean walls, paying close attention to areas behind garbage cans and sink(s).
5. Wipe dispensers, ledges, shelving, sills, vending machines, telephone, light switches, door frames and knobs.
6. Dispose of recyclables and garbage. Clean inside and outside of containers, as necessary, and re-line.
7. Replenish paper and soap supplies. Ensure that the supplies are installed correctly, and dispensers are in good working condition.

**Daily Duties:**

- Remove all waste, clean container and reline. To reline, remove waste liner with both hands and hold the liner away from the body.
- WIPE **ALL** vending machines.
- Clean and disinfect sinks.
- Clean and disinfect dispensers.

- Check all dispensers.
- Cafeteria/dining room – vacuum, dry/wet mop the floor.
- Wipe table and chairs.
- Wipe all high touch surface areas including door knobs etc.

**Weekly Duties:**

- Clean/wipe frames of the doors.
- Hand mop the floor under the tray area or where the floor washer is not able to go.
- Clean/wipe all glass partitions and tray surface areas.
- Nutrition and Food Services Office - All high/low dusting, dry/wet mop the floor.
- Cafeteria - vacuum or dry/wet mop the floor.
- Complete cleaning of the chair/table (all legs).
- High dusting of areas in the kitchen.

**Monthly/6 Week Duties (shared role):**

- Scrub the floor from corner to corner (NFS and EVS).
- Change filters. Submit work order request.
- Clean lights (shared through PPS and EVS). Submit work order request to PPS if assistance is required.
- Clean dusty ceiling tiles (EVS).

**Bi-Annual/Yearly Duties (shared role):**

- Project Clean the entire kitchen-bi-annually. All walls, ceilings, lights, deep scrub of the floor, all interior windows.
- Clean vents (contracted through PPS). Submit work order request to PPS when needed.

**Nutrition and Food Services Staff Duties:**

- Clean the fryers and walls around the fryers (as per your cleaning schedule).
- Wipe all high touch items daily.
- Wash the kitchen floor daily.
- Clean coolers/fridges as per public health direction.
- Clean walk-in coolers and walk-in freezers (as per your cleaning schedule).
- Dry storage (as per your cleaning schedule).
- Fill dispensers as needed.

**Physical Plant Services Staff Duties:**

- Clean the exhaust hoods and ducts at minimum annually. Some may require more frequent cleaning. Submit work order request to PPS when needed.

**EQUIPMENT/SUPPLIES:**

Fully Stocked Housekeeping Cart

**REFERENCES:**

<a href="#">ORG.1910.PR.017</a>	Project Cleaning Rooms
<a href="#">ORG.1910.PR.007</a>	Damp and Dry Dusting
<a href="#">ORG.1910.PR.008</a>	Dry Mopping Procedure
<a href="#">ORG.1910.PR.009</a>	Wet Mopping Floors – Yacht Style Mop
<a href="#">ORG.1910.PR.010</a>	Wet Mopping Floors / Microfiber Mopping System
<a href="#">ORG.1910.PR.043</a>	Operation of Auto Scrubber