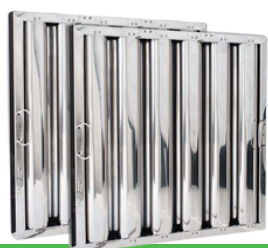
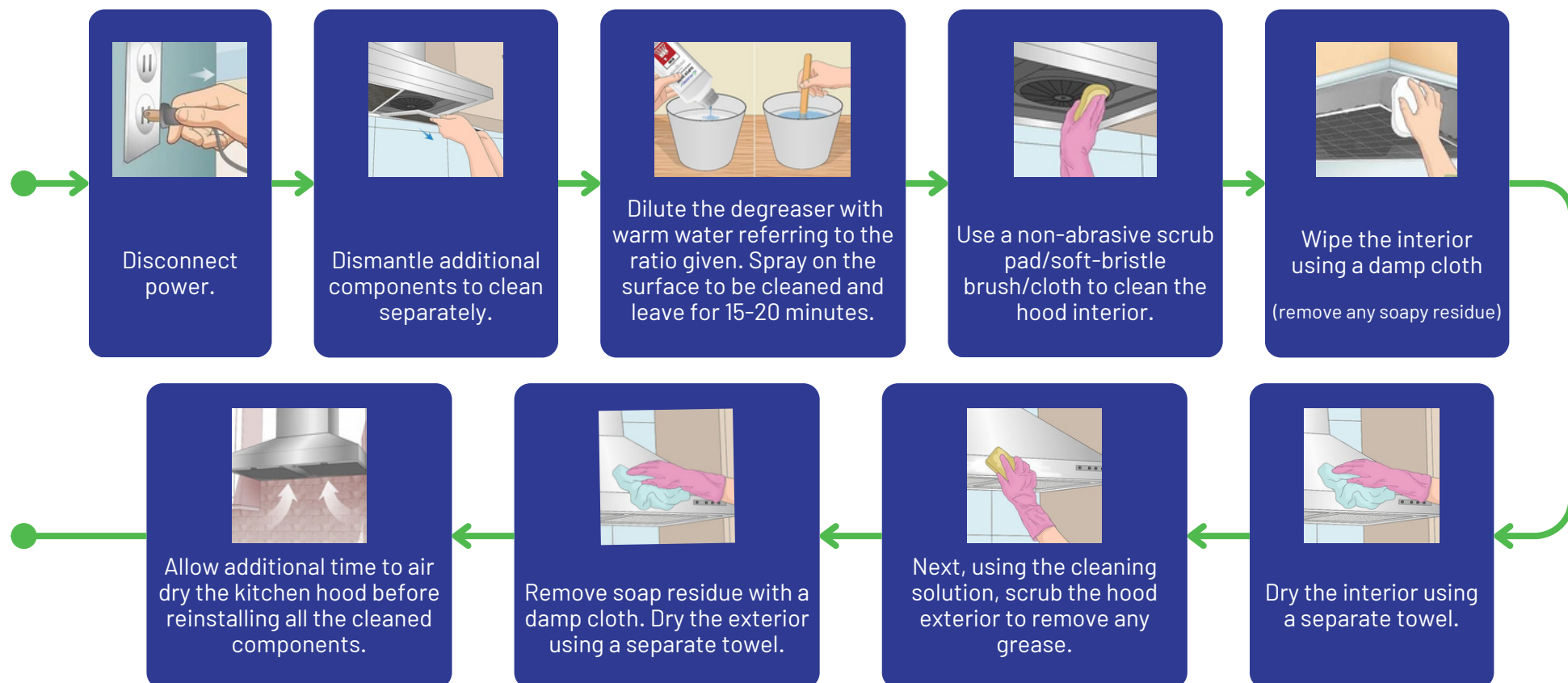


# CLEANING PROCEDURE

## KITCHEN HOOD



### KITCHEN HOOD FILTER

- Soak the filters in the cleaning solution for 2-3 hours/overnight.
- Take the filters out of the solution.
- Lightly scrub any residues from the filters with a soft cloth.
- Run it through the water to rinse any remnants.
- Allow the filters to air dry before reinstalling it.



### KITCHEN HOOD GREASE TRAP

- Remove the grease from the grease trap. (all if possible)
- Scrub remaining grease using a non-abrasive scrubbing pad/soft bristle brush.
- Soak grease traps in degreasing solution for 5-10 minutes.
- Next, remove it from solution.
- Allow the grease trap to air dry before reinstalling it.



### KITCHEN HOOD DUCTS

- Dilute the degreaser with warm water in a bucket.
- With a non-abrasive scrubbing pad/soft-bristle brush scrub the interior of the exposed duct.
- Scrub the exterior of the exposed duct.
- Once finished, allow the duct to dry.



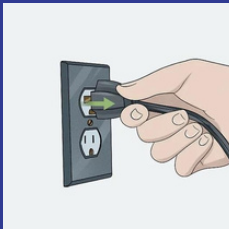
### KITCHEN HOOD FANS

- Detach and remove fan from the kitchen hood.
- Next, detach the fan blade cover using a drill.
- Remove each fan blade to be washed individually.
- Soak the fan blades in cleaning solution (mixed with warm water)
- Remove blades from the solution and allow them to dry.  
(Consider using a microfiber cloth or letting them air dry)
- Reattach the fan blades. Place the blower back in the kitchen hood and re-install it.

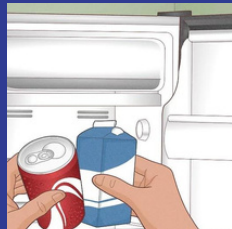


# CLEANING PROCEDURE

## REFRIGERATOR



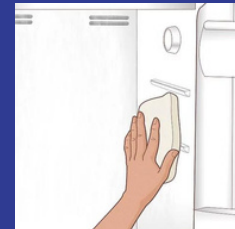
Unplug the refrigerator.



Empty each shelf.



Throw away expired or moldy food.



Wipe off the interior of the refrigerator.

- Use highly absorbent microfibre towels dipped in mild soapy detergent mixed with warm water.
- Use a simple brush for the trouble reaching grime/stuck-on stains in tight corners.
- After thoroughly cleaning the interior, rinse with clean water.



Clean underneath and on top of the refrigerator

- Mop the floor under and around the fridge thoroughly
- Dust the top part of the refrigerator
- Clean and empty the drainage pan near the bottom of the refrigerator.



Vacuum the condenser and coils.

- Remove the protective grill that is found either on the top or bottom of your unit.
- Brush the coils and the fan unit to free up dirt and dust.
- Use a vacuum to suck up all the debris, and reinstall the grill.



Gently apply food grade disinfectant onto the surface.



Restock all the food items



# CLEANING PROCEDURE

## OVEN



Pre-heat the oven to 65 - 90°C.



Turn off the Oven .



Follow the dosage given and spray the oven cleaner. Leave for 1-2 minutes.



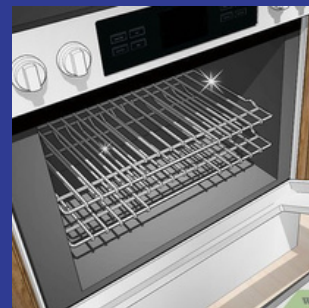
Rinse thoroughly with water.



Wipe clean with a microfiber damp cloth/sponge  
(remove all grease and carbon residue)



Next, use a non-abrasive pad to gently scrub all surfaces.



Let the rinse area dry and coat the oven with vegetable oil.





# CLEANING PROCEDURE

## GRILL



Preheat the grill to 65°C - 90°C before switching off



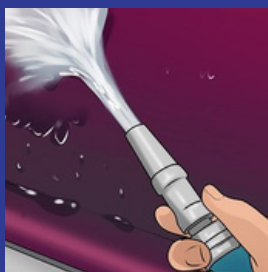
Spray the decarbonizer according to the recommended dosage. Leave for 1-2 minutes.



Use a non-abrasive pad to gently scrub all surfaces.



Let the rinse area dry and coat the grill with vegetable oil.



Rinse thoroughly with water (ensure no chemical residue left)



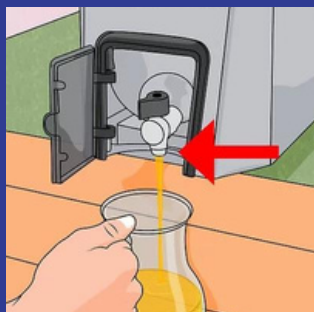
Wipe clean with a damp microfiber cloth/sponge. (to remove all grease and carbon residue)





# CLEANING PROCEDURE

## DEEP FRYER



Drain oil from fryer.



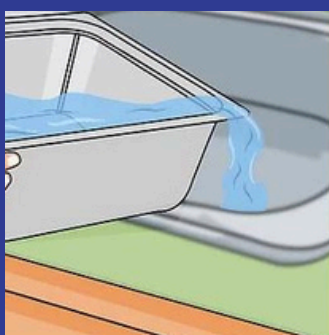
Pre-rinse the fryer with water.



Fill in the fryer with the cleaning solution and water  
(refer the ratio given)



Scrub the remaining soiled area with a brush.



Cool down and drain out the solution.



Boil the solution for 30-45 minutes.  
Avoid violent boiling.



Rinse with potable water for a few times and allow drying.



# CLEANING PROCEDURE

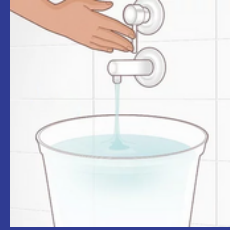
## MACHINE DISHWASH



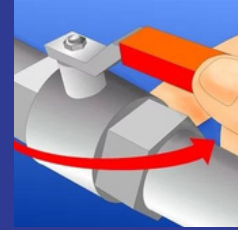
Check machine parts for cleanliness.



Make sure the door and drain valve is closed.

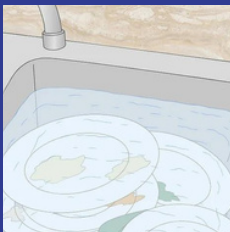


Open the fill valve and fill the water tank to proper level.



Shut off fill valve and turn on heater switch to heat the water for about 10-30 minutes.

(Time taken for heating depends on the model, size of the wash tank, and if it has a warm or cold water connection)



For stubborn food stains, soak the dishwares in hot destainer solution for 1 hour.



Scrap off and pre-rinse the dishwares (to get rid of remaining food residues)



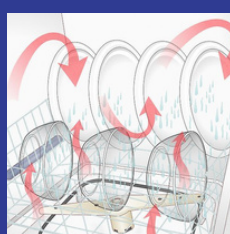
Run an empty wash cycle for certainty.



Check if the detergent feeder is on.



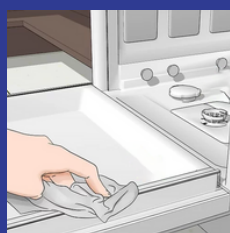
Rack the dishwares according to size.



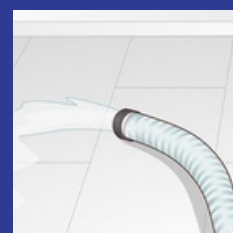
Wash in dishwasher.



Leave the dishwares to dry and store in clean area.



Check and clean the scrap trays.



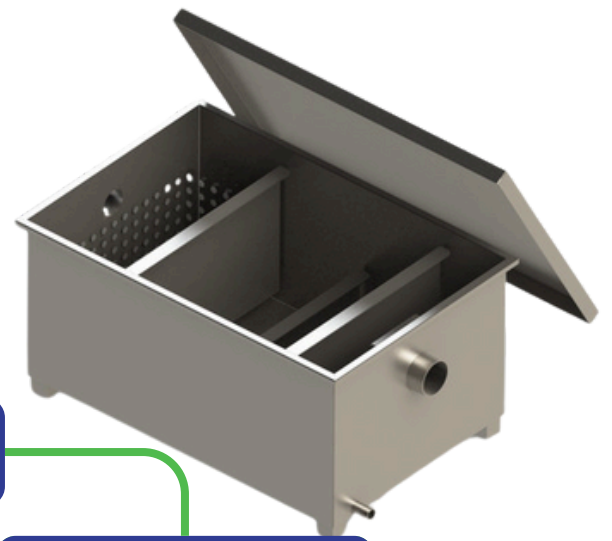
Turn off the machine and drain the wash tank.





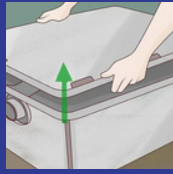
# CLEANING PROCEDURE

## KITCHEN GREASE TRAP



### DAILY (DOSING ENZYME)

#### Manual



Open grease trap system lid.



Add the cleaning solution into FOG chamber trap manually. (refer the ratio given)



Close the grease trap system lid and leave overnight.

#### Auto-Dosing

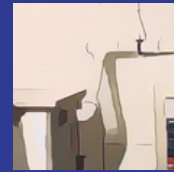


Use an auto dosing system pump to pre-set the dosing time and dosage of grease trap chemicals into FOG chamber trap. (ensure no water flow in grease trap system)

\*Make sure to clean after operation hours



Leave the chemicals overnight.



The grease trap chemical will be automatically dosed in, at the time scheduled.

### PERIODIC (GREASE TRAP CLEANING)



Ensure the area around the grease trap is clear of any debris and equipment.

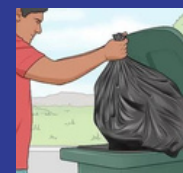


Remove the solid food waste from the trap.

(Open the outlet and drain valve to let the trapped solids flow out. Use a pump or gravity to remove the waste)



Use a high pressure washer/scrapper to remove remaining grease and solids from the interior part. Wash the sides and corner thoroughly.



Dispose the waste by adhering to local regulations.

(Never discharge it into the sewer system or onto the ground)



Keep detailed records of all maintenance and cleaning activities.

(include date, time, and volume of waste removed)



Monitor the trap continuously. Ensure that it is functioning properly with no future blockages.



Reassemble the parts accordingly. Once done close the lid.



Rinse the interior part thoroughly with water.



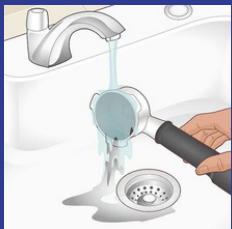


# CLEANING PROCEDURE

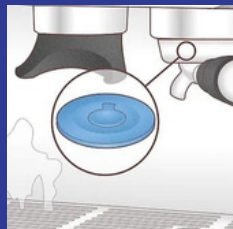
## ESPRESSO MACHINE



### Backflush (Daily Wash)



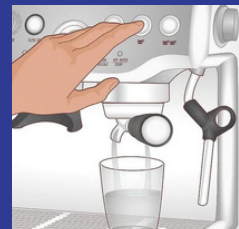
Remove portafilter. Using a brush clean the inner edges of brew group.



Replace the mesh in portafilter with a "blind" filter (with no holes)

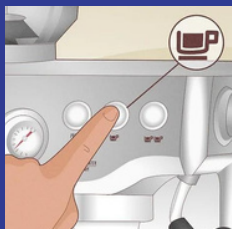


Place cleaning powder/tablet in the portafilter.

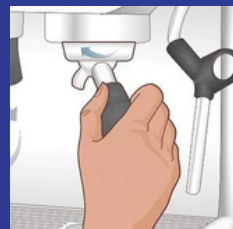


Run backflush program.

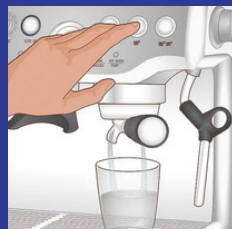
(If no such program - dispense water for 10 seconds, stop and wait for another 10 seconds. Repeat 5-10 times)



Brew and discard a single espresso. (to re-season machine)



Remove blind filter. Replace with regular filter.



Repeat the rinsing and pausing cycle (step 4) for another 5 times.



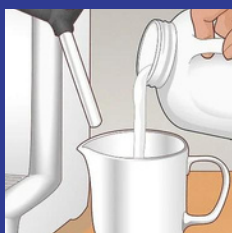
Reinsert the blind filter (without chemical)



Remove portafilter. Rinse under water from brew group.

### Soaking

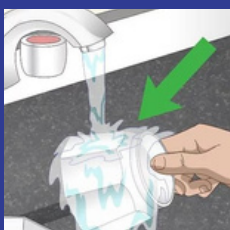
(Steam wands & frothing pitchers)



Prepare a warm soaking solution.



Soak the components for 15-30 minutes.



Rinse thoroughly with water.

### Spray & Wipe / Wipe



Dilute solution in a spray bottle (refer the ratio given)

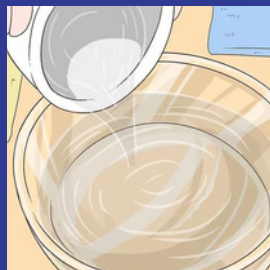


Spray on the external surface and wipe with a clean cloth.



# CLEANING PROCEDURE

## SPECIALTY



Prepare a hot soaking solution

(hot water + destaining powder)

(\*refer the ratio given)



Soak the parts and accessories for 15 minutes - 2 hours.

(When soaking a portafilter, do not immerse the handle in the solution).



Rinse thoroughly with running water.



Scrub if necessary.





# CLEANING PROCEDURE

## FLOOR



Remove everything  
from the floor.



Sweep the floor,  
wall to wall.



Fill a mop bucket  
with water until 3/4 full.



Add in desired amount of  
floor cleaner  
(As per manufacturer's advice)

- Starting in the far corner, mop in a straight line horizontally.
- For spots with heavier stain, spot treat the heavy stain by applying downward pressure while rubbing the mop quickly back and forth.



Dip a clean mop into the  
mop bucket and squeeze off  
excess liquid. Mop the entire  
floor.



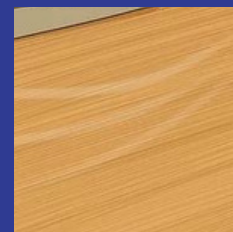
Remove excess solution  
using a squeegee after  
scrubbing.



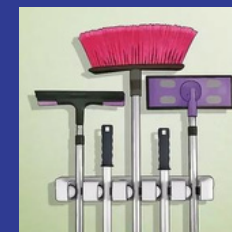
Distribute the solution and  
scrub the floor using a deck  
brush.



Place wet floor signage in  
mopped areas immediately.



Let the floor dry.



Wash, dry and store  
cleaning tools in a proper  
place.



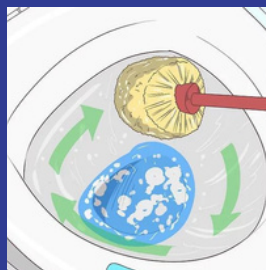


# CLEANING PROCEDURE

## WASHROOM

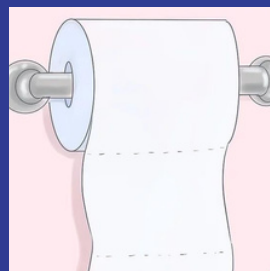


Wash the entire face of urinals with  
disinfectant cleaner  
(focus the lower surface and edges).  
Rinse with clean water.



Wash the toilet bowl.

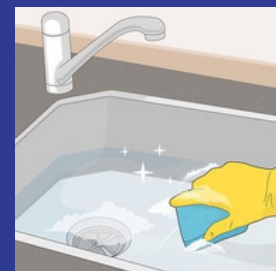
- Wash all the exterior surfaces with disinfectant cleaner.
- Brush inside the bowl, focusing beneath the rim and the bend below waist level.
- Rinse the toilet brush with disinfectant solution.



Wipe the exterior of toilet paper holder  
or handsoap dispenser.



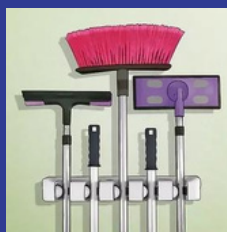
Clean mirror with  
damp sponge/cloth  
and dry.



Clean basin with disinfectant  
cleaner  
(remove scum & soil around, under taps &  
other fixtures)



Mop the floor with  
disinfectant cleaner.



Wash, dry and store the  
cleaning tools properly.

