

## Case Cleaning Standard Operation Procedures

Food residue left on food-contact surfaces and equipment provides an ideal environment for the growth of disease-causing bacteria, which can easily contaminate other food. Routine cleaning and sanitizing of food-contact surfaces and equipment is necessary to prevent the growth of bacteria. For this reason, Bashas' has created a program to support the retail stores with a Case Cleaning Team.

### *Compliance Department Responsibilities*

**Step 1.** The Compliance Department will survey the stores to identify which cases need cleaning. The survey will include the number of units to be cleaned in each department, the level of cleanliness, and any additional notes with areas of concern. (Refer to the Case Cleaning Survey Document).

**Step 2.** Based on the number of cases and level of cleanliness per the survey, the Compliance Department will schedule the store for one or two days accordingly.

**Step 3.** Schedule will be sent to the Case Cleaning Team after notifying the stores.

**Step 4.** The Compliance Department will send an email to the store and the District Manager with the cleaning schedule date, and time. (Refer to the Case Cleaning Store Notification Document)

### *Store Responsibilities*

After receiving the notification of the schedule dates for case cleaning, the store must take the following steps prior to the cleaning date to ensure the store is prepared for the cleaning team arrival.

#### **Step 1 - Communication and Scheduling**

- The Store Director will communicate with each Department Manager the aspects of the program including:
  - The date and start time of the case cleaning in their department.
  - The department's responsibility for unloading and restocking their cases.
  - Staffing and scheduling needs to accomplish the tasks.
- The Store Director will ensure that there is a manager scheduled each night of cleaning.
  - The Meat Manager **MUST be present** on that night meat cases are being cleaned.
  - The scheduled manager must know how to place work orders into the system in case of an emergency.
    - If a case goes down, the manager must place a work order into Corrigo and call dispatch at 480-895-5310 to expedite the service.
- When writing the schedule for the week of the case cleaning, the Director is responsible for working with department managers to ensure the following areas are covered:
  - Staff is scheduled to unload product from cases that will be cleaned that night.
  - Staff is scheduled to restock and retag cases the following morning before the store opens.
  - When several cases will be cleaned in a department, a department may elect to unload cases while the cleaning process is occurring and restock them as soon as the case is finished being clean. In these situations, the department must ensure the first cases to be cleaned are

unloaded before arrival of the cleaning crew and subsequent cases are unloaded in a timely manner before they are ready to be cleaned. **The cleaning crew will not be responsible for unloading or restocking cases.**

*Tip: before removing product, take picture of the case to make it easier to reassemble in the morning.*

### Step 2 - Order shelf tags for affected cases

- At least one week prior to the scheduled cleaning, all case tags or signs must be ordered for the section that will be cleaned. (i.e. meat cases, produce cases, bakery and deli cases)

### Step 3 – Tools and Supplies

The Store Director will ensure that all cleaning tools and supplies have been order and will be on hand prior to the schedule cleaning date, including:

- Cleaning chemicals: grease cutter positive, lightning clean, cream cleanser, MPD Oil, dish detergent, sanitizer and Foam San.
- Screw driver, spatula, and scraper.
- Cleaning towels
- Buckets
- Hose
- Metal scrubbers item #609966
- Foam San dispenser, sprayer, and foam wand. Using the scan gun, order tags or signs for the section that will be cleaned. (i.e. meat cases, produce cases, bakery and deli cases)

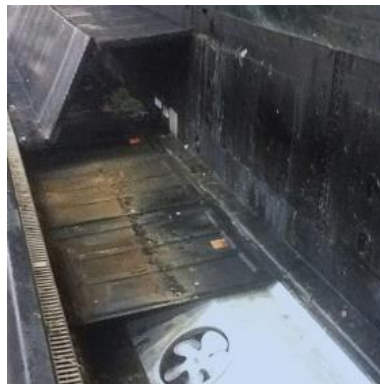
**Note: REMEMBER ALL PRODUCTS MUST BE REMOVED FROM CASES PRIOR TO THE START OF CLEANING.**

### *Cleaning Team Responsibilities*

**Step 1.** Compliance Department will provide the schedule with arrival times and cases to be cleaned.

**Step 2.** The cleaning team will arrive to the store at the designated arrival times. The manager in charge will direct them to the area were cases are going to be cleaned. All products **MUST** be removed from the cases prior to the start of the cleaning process.

1. Remove shelves, lower plates, fan panel and airflow grate from self-serve case. **\*\*Unplug fan motors.\*\***



2. Set up your 3 compartment sink with soap, water and sanitizer. After removing the shelves, soak them in the soap while cleaning the case. Wash, rinse, sanitize and air dry shelves, lower plates and airflow grate in 3-compartment sink.



3. Utilizing a scraper, scrape all dry residues and any buildup. Remove buildup using a vacuum.



4. Select 'Wash' on MiniChem unit, attach foam wand to end of hose and apply Grease Cutter Positive to interior of case.



5. Using an approved scrubbing tool (scraper, brush, metal brush or spatula) clean shelves and the interior of case. Remove the shelves and take them to the 3-compartment sink to be wash, rinse and sanitize if needed.



6. Clean the interior of the case including but not limited to sides, shelves, walls, sign holders, mirrors, etc. Remove any buildup from the case.



7. Select 'Rinse' on MiniChem unit. Attach spray nozzle and rinse interior of case.





8. Select 'Sanitize' on MiniChem unit and attach foam wand. Spray interior of case with Q-San 7.5. Allow 1 minute of contact time.



9. Select 'Rinse' on MiniChem unit and attach Foam San. Spray the lower housing of the sales case with Foam San (no need to rinse off).



10. Plug fans back in and build case. After reassembling case, check the temperature of the case to verify it is in the proper range. If any issues are found, place a Work Order into Corrigo and contact dispatch to expedite the service 480-895-5310.



