

# Writing a Sanitation Plan

All food service establishment operators are required under the [Food Premises Regulation](#) to develop written sanitation procedures to assist with the safe and sanitary operation of the establishment. These plans can vary in complexity and can be written using a variety of different formats. To assist you in preparing your plan, a template is included in this document. However, you should organize your sanitation plan in a format that works best for you.

Keep a copy of your Sanitation Plan on site, and have it on hand for staff to refer to regularly. Update the plan as needed and review it annually to ensure the information is current.

## This template includes the following sections:

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A Sanitation Plan must be completed and approved before a permit/approval will be issued by your Environmental Health Officer (EHO).

## 1. Cleaners and Sanitizers

List the cleaning and sanitizing agents you will use, what they will be used for, their concentrations, and the instructions on how to make up the solutions.

**Cleaning Agents** – these are used to remove visible contamination such as dirt, oil, grease, or other debris. Some examples include soap, degreasers, oven cleaner, and glass cleaner. Cleaning agents do not destroy harmful microorganisms.

**Sanitizing Agents** – these are used to destroy harmful microorganisms. Common examples include chlorine bleach and quats (quaternary ammonia), but there are other types of sanitizers available that can be used in a food facility. Sanitizing agents need to be used at appropriate concentrations. Use enough of the sanitizer to do the job, but not so much that it becomes toxic.

Check with your Environmental Health Officer before using a new type of sanitizer to ensure it meets food safety standards.

Test strips must be used to verify that the solution contains the correct concentration.

Here is an example of a sanitizing agent, the instructions for mixing, and monitoring:

Cleaning or Sanitizing Agent and Concentration	Instructions for mixing
200 ppm Bleach Solution	<ul style="list-style-type: none"> <li>• 5 ml (1 tsp) of household bleach added to 1 litre of water mixed in a spray bottle</li> <li>• Verify concentration with a test strip</li> <li>• Make solution fresh daily</li> </ul>

## 2. Sanitation Procedures

Describe the cleaning and sanitizing requirements for the equipment, utensils and surfaces in the facility.

Items that come in direct contact with food (known as food contact surfaces) must be cleaned and sanitized. Surfaces like floors and walls usually only require cleaning.

Here is an example:

Item to be Cleaned/Sanitized	Procedure and Concentration Used	Frequency
Cutting Board	<ul style="list-style-type: none"> <li>• wash with soap and water solution</li> <li>• rinse with clean water</li> <li>• spray with 200 ppm bleach solution and allow to air dry</li> </ul>	Every 4 hours
Cooler Door Handles	<ul style="list-style-type: none"> <li>• wash with soap and water solution</li> <li>• rinse with clean water</li> <li>• spray with 200 ppm bleach solution and allow to air dry</li> </ul>	End of shift or as required

### 3. Warewashing Requirements/Dishwashing

Describe the type of dishwasher that is used in the facility, listing any chemicals used and any monitoring requirements.

Dishwasher Type	Method (Water Temp/Chemicals Used)	Monitoring
Manual- three compartment sink method	<ul style="list-style-type: none"> <li>Scrape off food particles</li> <li>Wash in the first compartment with warm water/detergent (min of 43°C)</li> <li>Rinse in the second compartment with warm water (min of 45°C)</li> <li>Sanitize in the third compartment with 100 ppm chlorine solution, for 10 seconds</li> </ul>	Sanitizer solution monitored using chlorine test strips
Mechanical –low temperature	<ul style="list-style-type: none"> <li>Bleach sanitizer concentration at 50 ppm in sanitizing cycle</li> <li>Water temp min of 38°C</li> </ul>	Sanitizer concentration tested with chlorine test strips two times daily and recorded on log sheet
Mechanical-high temperature	<ul style="list-style-type: none"> <li>Wash temp must be 66°C-74°C</li> <li>Sanitize temp must be 82°C for 10 seconds</li> </ul>	Temperature monitored twice daily and recorded on log sheet

### 4. Pesticides

List pesticides that are used in the facility, including what they are used for and how they are stored.

Name of Pest Control Measure/Pesticide	Intended Use	Storage Requirements
Fly Bait	<ul style="list-style-type: none"> <li>Bait is applied to garbage area monthly</li> <li>Bait is applied according to the manufacturer's directions on the package</li> </ul>	<ul style="list-style-type: none"> <li>Stored in original container with lid on</li> <li>Do not transfer to another container</li> <li>Product kept in designated area in basement</li> </ul>
ABC Pest Control Company	<ul style="list-style-type: none"> <li>Pest control company inspects facility monthly</li> <li>Records of pesticides used kept on site at facility</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

## 5. Cleaning Schedule

There is no standard format for writing a cleaning schedule; it is recommended that you choose a format that works best for you and your staff. You may wish to have daily/weekly and monthly cleaning schedules in place.

This document includes a template for a general cleaning schedule.

### Sanitation Plan Template

Verify that your sanitation plan is complete by asking the following questions:

- Does the Sanitation Plan list all cleaners and sanitizers with the proper concentrations?
- Does the Sanitation Plan include methods to assess sanitizer concentrations?
- Does the Sanitation Plan include procedures for cleaning and sanitizing equipment and the facility?
- Does the sanitation plan include procedures for cleaning outside areas of the facility such as garbage/recycling areas?
- Does the sanitation plan identify pesticides being used and their storage requirements?

**For additional resources, templates and cleaning checklists please visit:**

<http://www.foodsafe.ca/resources.html>

## Appendix A Sanitation Plan

A copy of this plan is to be kept onsite and available to staff.

**Last updated:** \_\_\_\_\_

### Part 1: List of all Cleaning and Sanitizing Agents

Cleaning or Sanitizing Agent and Concentration	Instructions for mixing

- \* Test paper must be used to check the proper concentration.
- \* Bleach solutions must maintain a concentration of 200 ppm by remaking the bottle or container on a routine basis as chlorine strength can weaken quickly.
- \* For bleach solutions of 200 ppm use 5 ml (1tsp) of 5.25% bleach per litre of water
- \* Do not mix sanitizer solutions with soap as this reduces the effectiveness of the sanitizer and leaves soap residual on the surface



### Part 3: Warewashing/Dishwashing

Dishwasher Type	Method (Water Temp/Chemical Used)	Monitoring

### Part 4: List of Pest Control Measures/Pesticides in Use

Name Pest Control Measure/ Pesticide	Intended Use	Storage Requirements

\* Chemical pesticides are not suitable for use in food preparation and storage areas.

## Part 5: Cleaning Schedule

Cleaning Schedule					
<i>Check all that are applicable and required for your food service establishment</i>					
AREA	Daily	Weekly	Monthly	Annual	Other (specify)
<b>Kitchen</b>					
Walls / Ceiling					
Storage Areas					
Staff Washrooms					
Work Surfaces					
Floor					
<b>Equipment</b>					
Walk-in Cooler/Freezer					
Inside Fridges/Freezers					
Grill/Fume Hood					
Under/Behind Equipment					
Dishwasher					
<b>Miscellaneous</b>					
Cutting Boards					
Meat Slicers					
Microwaves					
Garbage Cans					
Laundry					
Mixers					
<b>Dining Area</b>					
Carpets					
Walls/Ceiling					
Tables/Chairs					
Servers Station					
Public Washrooms					