

# CLEANING AND MAINTENANCE

## EAT SAFE FACTSHEET

Everyday, Mackay Regional Council works with residents and local communities to help make our region what it is today with a long term vision for the future. Council's Eat Safe program is helping to deliver world-class dining for Mackay residents and visitors.



Keeping your premises clean and well maintained helps to minimise animals and pests and prevents food contamination.

### How do I keep my premises clean?

You need to keep your business clean, with no build-up of food waste, dust, dirt, grease, and other visible matter. A cleaning schedule is a great way to keep track of the areas, fixtures and fittings that have been cleaned and areas that require more cleaning, including:

- floors, walls and ceilings
- benches
- shelves
- sinks
- hand wash basins
- cupboards
- light fittings
- ventilation ducts
- pipes.

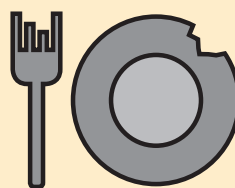
### How do I maintain my equipment, fixtures and fittings?

Your premises should be in good repair with no maintenance issues, such as:

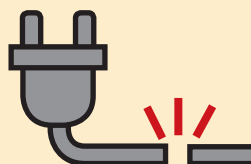
- holes or cracks on the walls, ceiling and floors
- flaking or chipped paint
- chipped or damaged shelving or bench tops
- leaking pipes and taps
- unsealed or damaged timber.

You need to regularly inspect your equipment and premises. Equipment such as refrigerators, cold rooms, freezers, exhaust canopies and grease traps should be serviced regularly, following the manufacturer's instructions. It is a good idea to have a maintenance register where employees can record any maintenance problems they observe.

### Tips for maintenance



Throw away any chipped, broken or cracked eating and drinking utensils as they cannot be cleaned and sanitised. They may also contaminate food directly if broken or chipped pieces fall into food.



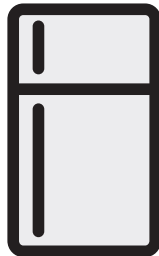
Encourage staff to report any problems with equipment, fixtures or fittings early so they can be fixed.

## Tips for cleaning

- ✓ Clean up spills straight away.
- ✓ Store cleaning chemicals away from food.
- ✓ Use different cloths for cleaning different types of food areas and equipment i.e. one cloth may be used for the waste area and another for the hand washing basin.
- ✓ Regularly check the hard to reach areas that are commonly missed during cleaning including:
  - exhaust hood
  - tops of shelves
  - walls behind equipment
  - floors under equipment and benches
  - ceilings
  - under sinks.



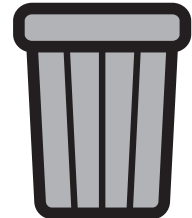
**Clean under all stoves and equipment**



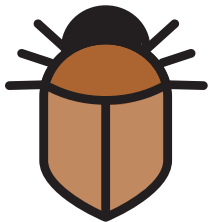
**Clean all parts of the fridge**



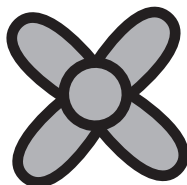
**Utilise a cleaning roster**



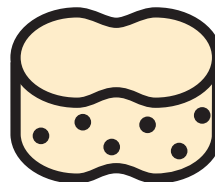
**Ensure garbage bin has a lid**



**Cleaning can help prevent pests**



**Clean fans**



**Clean all areas of the oven fan and grease filters**



**Clean up all spills**

**For further information on Eat Safe Mackay:**



[www.mackay.qld.gov.au/eatsafe](http://www.mackay.qld.gov.au/eatsafe)



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