

Sanitation Plan Template

This document outlines the regular cleaning and sanitation program you deem sufficient to ensure the safe and sanitary operation of your food premises. As per Section 14 of the Food Premises Regulations, all operators of food premises in Prince Edward Island are required to have a sanitation plan.

Name of Food Premises: _____

Civic Address: _____

License holder: _____ Date: _____

GENERAL CLEANING AND SANITIZING

Table 1. General Cleaning and Sanitizing Information

Location	Frequency	Product for Cleaning (e.g. dish soap)	Product for Sanitizing (e.g. bleach or quat-based sanitizer)	Mixing Directions for Sanitizer
Kitchen - Food Contact Surfaces: (e.g. counter tops, tables, etc.)				
Kitchen - Non-Food Contact Surfaces: (e.g. floors, walls, ceilings)				
Dining Room/ Customer Area				
Washrooms				
Grease Trap (if applicable)				

Describe how you clean and sanitize the areas noted above: _____

EQUIPMENT (Check all equipment used)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Walk-in Cooler | <input type="checkbox"/> Ice Machine | <input type="checkbox"/> Griddle |
| <input type="checkbox"/> Walk-in Freezer | <input type="checkbox"/> Meat Slicer | <input type="checkbox"/> Grill |
| <input type="checkbox"/> Fridge | <input type="checkbox"/> Ventilation Hood | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Freezer | <input type="checkbox"/> Wok | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Stove | <input type="checkbox"/> Salad Bar | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Ice Cream Machine | <input type="checkbox"/> _____ |

For each piece of equipment, attach the following:

- The appropriate cleaning and sanitizing procedure, and
- The frequency of cleaning and sanitizing

UTENSILS AND TABLEWARE (Check all that apply)

- High Temperature Dishwasher 3-Compartment Sink
 Low Temperature Dishwasher 2-Compartment Sink
 Glasswasher Other: _____

Describe how you will clean and sanitize cooking utensils and tableware: _____

Table 2. High Temperature Dishwasher Requirements (Complete only if high temp. dishwasher on-site)

	REQUIRED TEMPERATURE	MONITORING FREQUENCY
WASH CYCLE		
SANITIZING CYCLE		

CLEANING & SANITIZING AGENTS

Table 3. List of All Cleaners and Sanitizers Used in the Premises

CLEANER/SANITIZER	USES	CONCENTRATION	STORAGE REQUIREMENTS
1.			
2.			
3.			
4.			
5.			
6.			

PESTICIDE CONTROL PROGRAM

Contracting a professional pest control company is highly recommended. Pesticides must not be stored near food and must always be used according to label directions.

Briefly describe your pest management program describing what pesticides are used and how they are stored.

HANDWASHING

The spread of disease causing organisms can be prevented by frequent and thorough hand washing. Conveniently located hand sinks are required in food preparation areas and should **NOT** be used for any other purpose.

Wash hands for a minimum of 20 seconds using dispensed liquid soap and dispensed paper towels or an approved air drying device.

NAME: _____ SIGNATURE: _____

(Feel free to attach additional pages, if needed)