



Defence Works Functional Standard
Specification 038

**Hygienic cleaning of food
rooms and catering
equipment (deep cleaning)**

**DEFENCE ESTATE ORGANISATION (WORKS)
MINISTRY OF DEFENCE**

August 1996

DEFENCE WORKS FUNCTIONAL STANDARD SPECIFICATION 038

Hygienic Cleaning of Food Rooms and Catering Equipment (Deep Cleaning)

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**Defence Works Functional Standard Hygienic Cleaning of Food Rooms and
Catering Equipment (Deep Cleaning)**

DEO(W)

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INTRODUCTION

1. This Specification has been prepared for use by Works Services Managers when inviting tenders for the deep cleaning of food premises and catering equipment and supersedes the PSA Standard Specification (M&E) No.142 (dated 1991).
2. When this Specification is used in connection with a tender or contract it shall be read in conjunction with such documents setting out contractual requirements particular to the Contract as have been issued direct to those tenderers concerned at the time of invitation.
3. Where this Specification is used by others, reference to the Works Services Manager should be amended accordingly.

Abbreviations

The following abbreviations are used in this Specification:

DEO(W) Defence Estate Organisation (Works)

WSM Works Services Manager

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

SPECIFICATION 038
Hygienic Cleaning of Food Rooms
and Catering Equipment (Deep Cleaning)

1 SCOPE

This Specification relates to the thorough cleaning of food rooms and catering equipment to the hygienic standards required by statute.

2 RELATED DOCUMENTS

This Specification shall be read in conjunction with all relevant Acts of Parliament Regulations, British Standards and European Normalisations (EN), with particular reference to Health & Safety, Food Safety & Food Hygiene, Environmental Protection and Gas Safety.

3 STATUTORY REQUIREMENTS

Reference to any Acts and Regulations includes any amendment, update or re-enactment.

4 DEFINITIONS

For the purposes of this Specification and any supplementary specification and contract documents the following definitions apply:

Food Premises

Any area where the preparation, processing, manufacturing, packaging, storing, transportation, distribution, handling or supply of food is carried out. Food premises shall include any ancillary part of the operation within the food premises such as changing areas and sanitary accommodation.

Food Room

Any defined area within the food premises where food is prepared, processed, manufactured, packaged, stored, transported, distributed, handled or offered for sale or supply.

Hygiene

All measures necessary to ensure the safety and wholesomeness of food during preparation, processing, manufacturing, packaging, storing, transportation, distribution, handling and offering for sale or supply to the consumer and hygienic shall be construed accordingly.

Potable Water

Water which at the time of supply is or was not likely to affect adversely the wholesomeness of any food in its finished form.

Examination

A close visual inspection of food premises, a part of food premises or an item of equipment within food premises.

Dismantling

The removal of all such parts of catering equipment as to allow it to be effectively cleaned. The disconnection of catering equipment from its services. The removal or taking down of fixtures to enable inaccessible areas of the food premises to be thoroughly cleaned.

Cleaning

The removal of all deposits from food premises and catering equipment to leave them in a clean and hygienic condition.

Residue

Any food particles, grease, oil, carbon, dust, chemical waste, cleaning material and other dirt adhering to any surface of food premises or catering equipment.

Decarbonising

The removal of any burnt on or dried material which has adhered to any surface.

Descaling

The removal of solidified products such as calcium, rust and any other form of deposit from the internal and external surfaces of equipment food premises.

Sludge

The semi-liquid sediment produced from the use of degreasing, descaling, decarbonising, or any other cleaning agents.

Reassembly

The refitting and refixing of all parts removed in dismantling for cleaning purposes to a standard which leaves the equipment and premises functional and safe. The reconnection of services to items of equipment.

Infestation

Any activity of vermin, insect species or any other pest.

Micro-organism

A living organism including pathogenic bacteria, spoilage bacteria, moulds and yeasts.

Disinfection

The use of chemicals to reduce micro-organism to a safe level.

Risk Assessment

A detailed examination of the hazards which exist in the workplace together with existing and proposed control measures to eliminate such hazards.

5 EXTENT OF WORK

The Contractor shall comply with statutory requirements and:

- Manage the works.
- Provide all labour, materials and equipment.
- Clean the food premises, services and catering equipment listed in Schedule No.1 of this Specification.
- Disinfect food premises and catering equipment listed in Schedule 1.
- Dismantle and disconnect equipment and services as necessary to ensure all areas of the food premises covered by the contract are cleaned.
- Reassemble and reconnect equipment and services after cleaning.

- Clean all wall, floor and ceiling surfaces.
- Dispose of all cleaning waste and by products of the cleaning process.
- Report signs of infestation to the WSM.
- Report blockages and signs of deterioration to the WSM.

Items to be cleaned include:

Fabric and Services

Including but not limited to ceilings, roof lights, roof mounted extractors, luminaires, walls, floors, windows, window frames and sills, ledges, racking, shelves, cupboards and sanitary accommodation. Work surfaces, internal and external surfaces of air extraction and ventilation systems, air filters, grease eliminators and traps, ventilation canopies, integrated ceilings, fans and apertures, heating appliances, exposed surfaces of service pipework, brackets, electrical switches, spurboxes and socket outlets, fly screens, doors, skirting and any other fitting.

Drainage

Including but not limited to drainage channels, open gullies, gratings, manhole covers and all exposed parts of the drainage system.

Wash up equipment

Including but not limited to all sinks, handbasins, dishwashing machines and waste disposal units including all waste pipes and waste traps. Sinks and wash basins shall be filled with water to the overflow level and the overflow point shall be checked to ensure that it is not obstructed in any way. Any obstruction to the free flow of water shall be reported to the WSM.

Catering equipment

Including but not limited to ovens, grills, bratt pans, boiling pans/kettles, fryers, refrigerators, work benches and detachable items such as trays and shelves. The cleaning of pans, utensils, crockery and cutlery not supplied with catering equipment is not included in the work.

6 SUPERVISION

A competent and experienced person shall supervise the work.

7 HEALTH AND SAFETY

The Contractor shall ensure that:

- A risk assessment has been prepared by a competent person prior to any work being commenced.
- All required health and safety measures identified by the completion of the risk assessment are put into practice and that all employees are made aware of the findings of the risk assessment.
- All chemicals used by the Contractor's employees have been assessed as required by the relevant legislation and that satisfactory control measures are in place to prevent any risk to the health, safety and welfare of any person as a result of the use of these products.

The Contractor shall:

- Report all accidents to the WSM and keep an accident record book on site.

- Notify the appropriate authority of any accident reportable under RIDDOR.

8 PROTECTION OF FOOD PREMISES AND EQUIPMENT

The food premises and equipment must be adequately protected prior to any work being carried out. Electrical equipment must be protected to prevent any water ingress and to protect employees carrying out deep cleaning work from any electrical hazard. No item of equipment shall be used as a work platform or to gain access for high level cleaning work.

9 LOSS OR DAMAGE

No cleaning material, equipment or process shall be employed by the Contractor which causes any damage, discolouration or other deterioration of the fabric, services or equipment of the food premises. All loss or damage caused by the Contractor during the course of the work shall be made good by the Contractor at no additional charge.

10 DISINFECTION

All stored water within the catering equipment shall be drained down and disposed of. The reservoirs shall be thoroughly cleaned and disinfected. At the end of the disinfection period the reservoirs shall be drained and flushed with potable water to remove any residue. The reservoirs shall then be refilled using potable water.

11 DISPOSAL OF WASTE

Cleaning waste and by-products including scale and sludge shall not be discharged into the building drainage system. The Contractor shall place such waste in sealed and marked containers and arrange for their removal from site by a registered waste disposal contractor. The Waste Transfer Note shall be handed to the WSM.

12 DISCONNECTION AND RECONNECTION OF EQUIPMENT AND APPLIANCES

The Contractor shall arrange for the WSM to isolate mains services including electricity, gas, steam and water supplying the food rooms and equipment listed in Schedule 1. It shall be the Contractor's responsibility to satisfy himself that all supplies have been suitably isolated before any work or testing is started. The Contractor shall provide a competent person on site to ensure that this isolation has been carried out. Warning notices shall be affixed as required by the relevant regulations. The Contractor shall provide a competent person to carry out the disconnection and reconnection of the equipment. The Contractor shall arrange for the WSM to reconnect the main services.

13 CHECKS AND TESTS

Equipment which has been disturbed, dismantled or disconnected shall be checked by the Contractor after re-assembly or re-connection. The Contractor shall liaise with the WSM so that any such test may be witnessed. Tests shall be in accordance with the following:

Gas equipment

The equipment shall be tested for any gas leaks after air has been purged from supply pipes and equipment. The equipment shall be operated in accordance with the manufacturer's instructions to check that gas shut off devices, burners, ignition devices, controls and all other safety devices function correctly.

Water services

The equipment shall be operated to check that there are no leaks and all controls and valves function correctly.

Steam equipment

The equipment shall be operated to check that there are no steam leaks and that all controls, cut out switches and other safety devices function correctly. The equipment shall be operated in accordance with the manufacturer's instructions.

Electrical equipment

The equipment shall be tested for electrical bonding, insulation resistance, verification of polarity, protective conductor resistance and earth loop impedance in accordance with the standards laid down in BS7671:1992 (formerly the 16th Edition of the IEE Wiring Regulations). The equipment shall be operated, in accordance with the manufacturer's instructions, to check that all heaters, motors, controls, emergency cut out switches and all other safety devices function correctly.

- Electrical bonding shall be checked for integrity, satisfactory joints and connections.
- Insulation resistance shall be measured between the earthing terminal and all live conductors (these can be connected together for the duration of this test). The insulation resistance should be at least 0.5 Megohm. If a lower reading is obtained, the WSM should be advised.
- The polarity shall be verified by checking and/or testing that the conductors are connected to the correct terminals.
- Protective conductor resistance tests shall be carried out using an earth loop impedance meter (or an equivalent high current conductivity meter). This test is to ensure that the resistance between the frame and the casing of all components that have been disturbed during cleaning (eg heating elements and control panels) and the protective conductor terminal at the point of connection to the fixed electrical installation do not exceed a safe value. For equipment which is supplied via a fuse or (miniature) circuit breaker rated up to and including 32 amps, the safe value is 0.1ohms. The safe value for larger sizes is given in the table below. If the measured value exceeds the tabulated value, the WSM must be advised so that remedial action can be taken before the equipment is put back into service.

Fuse rating or Circuit Breaker Trip Setting (Amps)	Maximum permissible measured resistance	
	Fuse (BS88) (Ohms)	Circuit Breaker (Type 2) (Ohms)
up to 32 amps	0.1	0.1
40	0.1	0.09
50	0.1	0.07
63	0.09	0.05
100	0.06	0.04

- The earth loop impedance shall be measured at the point of connection to the fixed equipment to ensure the integrity of the earthing system up to the point of supply of the equipment being cleaned. The measured value should be below the maximum figures quoted in the relevant tables of Chapter 41 of BS7671:1992. If the measured value exceeds the tabulated values, then the WSM must be advised. The equipment must not be returned

to service until this has been rectified. (Note - rectifying this problem is not included in the cleaning contractor's contract.)

14 PROGRAMME OF WORK

The food premises will be available for cleaning work during the times stated on Schedule No. 2 of this Specification. Before starting work on site the Contractor shall:

- Inform the WSM of the name of the person who will be in charge of the work
- Agree a programme of work with the WSM.

15 OCCUPIED PREMISES

The food premises and adjacent premises may be occupied and/or used during the contract. The contractor shall carry out the works without undue inconvenience and nuisance and without danger to occupants and users.

16 STORAGE AND WORKING AREAS

The WSM will arrange for areas to be set aside for use by the Contractor for plant, storage and working. The Contractor is not permitted to use any other areas.

17 INTERRUPTION TO CLEANING PROGRAMME

Where cleaning takes longer than the times stated in Schedule No.2 it will be necessary to bring food rooms into use and the Contractor shall :

- Ensure that the Food Rooms and catering equipment are left in a clean and safe condition to allow for the hygienic preparation of food.
- Sign the Certificate at Appendix 1 to this Specification and hand it to the WSM.

18 CERTIFICATE OF COMPLETION

On completion of the work the Contractor shall complete and sign the certificate at Appendix 2 to this Specification and hand it to the WSM.

SCHEDULE NO. 1 OF SPECIFICATION 038 - HYGIENIC CLEANING OF FOOD ROOMS AND CATERING EQUIPMENT (DEEP CLEANING)

Contract No.....

LOCATION or ADDRESS.....

NAME or No. OF BUILDING.....

SCHEDULE OF EQUIPMENT TO BE CLEANED

Room Name or No.	Fabric	Services	Equipment	Qty	Remarks	Item or Drawing No.

SCHEDULE NO. 2 OF SPECIFICATION 038 - HYGIENIC CLEANING OF FOOD ROOMS AND CATERING EQUIPMENT (DEEP CLEANING)

Contract No

LOCATION or ADDRESS

NAME or No. of BUILDING

SCHEDULE OF FOOD ROOMS TO BE CLEANED

Rooms to be cleaned by name or No.	Hours Food Rooms available for cleaning		Remarks
	Mon - Fri	W/End	

APPENDIX 1 OF SPECIFICATION 038 -
HYGIENIC CLEANING OF FOOD
ROOMS AND CATERING EQUIPMENT
(DEEP CLEANING)

LOCATION
or ADDRESS.....

NAME OR NUMBER OF BUILDING.....

Contract No.....

TEMPORARY CERTIFICATE

INTERRUPTION TO CLEANING PROGRAMME

I certify that:-

1. There are no cleansing chemicals left or stored within the kitchen area.
2. Treated surfaces have been thoroughly washed and rinsed to remove any cleaning chemical that could contaminate food or cause injury to persons.
3. The kitchen and catering equipment is ready for use and is in safe working condition.

(NAME IN BLOCK CAPITALS)

SIGNED.....

APPOINTMENT.....

FOR AND BEHALF OF.....

DATE.....

APPENDIX 2 OF SPECIFICATION 038 -
HYGIENIC CLEANING OF FOOD
ROOMS AND CATERING EQUIPMENT
(DEEP CLEANING)

LOCATION
or ADDRESS.....

NAME OR NUMBER OF BUILDING.....

Contract No.....

CERTIFICATE OF COMPLETION

I certify that:-

1. The food rooms, services and catering equipment have been hygienically cleaned in accordance with the Specification for Hygienic Cleaning of Food Rooms and Catering Equipment (Deep Cleaning) and other documents particular to the contract.
2. All equipment that has been disturbed or disconnected has been checked and tested in accordance with the Specification. Except for items listed below which have been notified to the WSM, all equipment is safe and in full working order.

(NAME IN BLOCK CAPITALS)

SIGNED.....

APPOINTMENT.....

FOR AND BEHALF OF.....

DATE.....