



# Costing Sanitation

S901 Mike Dillon Assoc. Ltd

## Cleanse IT



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## User Manual

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## Further Help

For further information on this or other available software tools please contact:

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### 0.1 Who is the software aimed at?

Although initially developed for the African Fishing industry, this software could be used by anyone who has an interest in investigating economic impact of using different cleaning procedures.

### 0.2 What can the software do?

This program is designed to perform several functions.

1. Document standard cleaning methods and required resources.
2. Predict cost of cleaning based on standard cleaning methods.
3. Document actual cost of cleaning to validate predictions.
4. Document changes in cleaning methods or practices.

All cleaning methods can be documented at three different levels;

Factory, Area or Key Item.

**Factory:** Used for global predictions based on factory area.

**Area:** More specific prediction based on factory area.

**Key Item:** Specific prediction based on factory itinerary and size of key items.

The program can also be used as a predictor, allowing the costs of different methods to be assessed and compared. This allows a change in cleaning procedures to be investigated before they are actually implemented in the factory.

Also included in the software is a facility for logging the amount of daily production that takes place. This information can be used to compare the amount of cleaning required when production is at different rates.

### **0.3 How is the software used?**

The rest of this manual explains how to use the software.

### **0.4 Example Benefits**

When a company can log and track all resources used for sanitation, it gives control over the money spent.

If methods used for cleaning are validated, this means that comparisons and predictions can be made to identify the most cost effective methods for a particular factory.

## 8.0 Additional Reports

From the Main Menu click on the Report: All Cost Predictions button.

Report: All Cost Predictions

Cost Prediction Summary - All Levels / All Companies						
Predictions at Factory Level level						
Fidly Foods Factory						
		Per Day		Per Month		
Prediction	Actuals Taken Between	Prediction	Actuals	Prediction	Actuals	Var.
Test	03/07/2000 to 04/07/2000	215,718	205,342	4,314,334	4,106,331	5.1%
Predict	03/07/2000 to 04/07/2000	249,110	205,342	4,982,800	4,106,331	21.3%

This gives you a summary of all of the cost predictions that have been made.

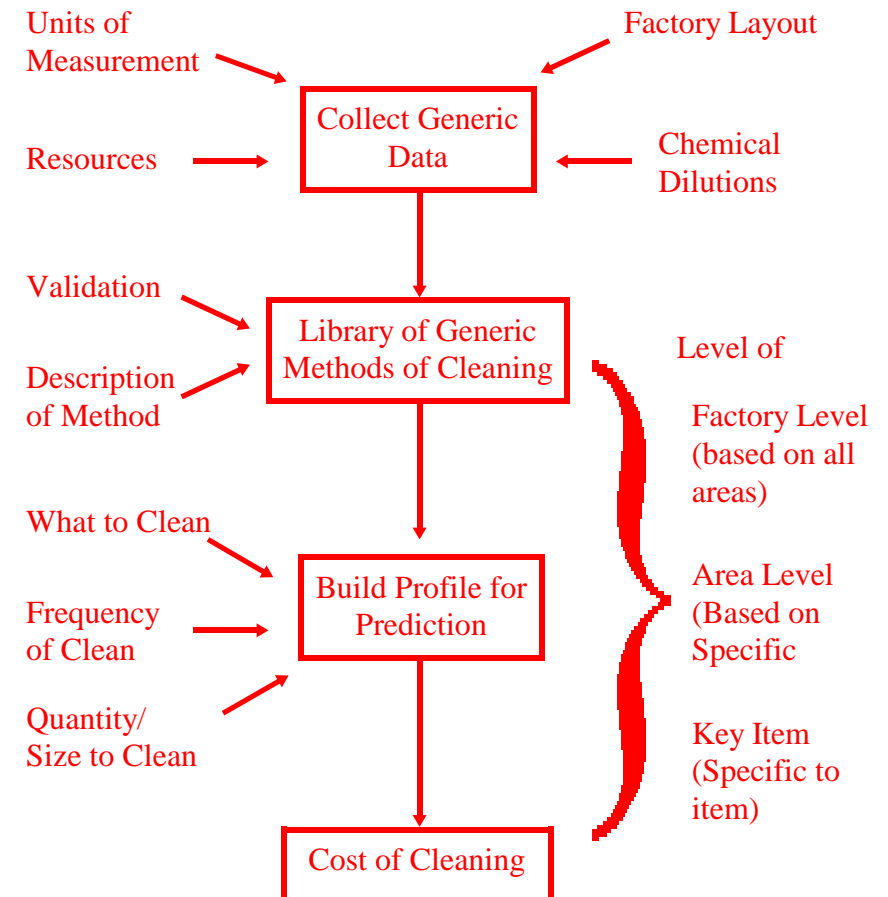
From the Main Menu click on the Cleaning Methods Unit Costs button.

Cleaning Methods Unit Costs

Cleaning Methods Summary - All Levels					
Predictions at Factory Level level					
Area	Item	Method Key	Base units	Calculated	Unit Cost (\$/lb)
All Areas	All Items	FCT001	400.00 (\$/lb)	Yes	450.0 (\$/lb)
		FCT002	200.00 (\$/lb)	No	500.0 (\$/lb)

This gives you a reports showing the unit costs of all of the cleaning methods you have entered.

## 0.5 Program Overview



## 1.1 Navigation

Whilst using the software, these are some of the buttons and features you will come across.



Back to the previous screen



Add a new record



Delete the selected record



Go to the Maintenance Menu



View and print options

## 7.2 Production Details

From the Main Menu click on the Production Data per Co. button.

Production Data per Co



The program then requires you to select the company who's production details you wish to view

The production details for that company are then displayed.

Date	Raw Material	Weight In	Losses at Intake	Production Losses	End Product	End Product Final Weight
01/07/2000	Nile Perch	35.000 Kgs	2.5%	20.0%	Filets	10000 Kgs
03/07/2000	Nile Perch	35.000 Kgs	2.5%	0.0%	Skin	100 Kgs
08/07/2000	Nile Perch	0 Kgs	0.0%	0.0%		0 Kgs

New entries can be added to the bottom of the list and the empty field boxes filled in. Today's date is automatically entered, but this can be changed to any date required. To get to the end of a long list, press the last record arrow.

## 7.1 Actual Resources Used

Before you can enter data here, the costs of the resources must be declared on the Costs and Predictions screen S502 (page 20)

Begin by choosing the class of resource you want to enter details for.

The company reports can be accessed here (page 29)

By changing the date range here, you can view all of the actual data that has previously been entered.

Date	Area and Key Item	Dilution and Quantity Used	How Verified
28/05/2000	All Areas	40000ppm Calcium Hypochlorite	Verbally
	All Items	3.5 (Kg/s)	
03/07/2000	All Areas	100% Liquid Soap	Verbally
	All Items	33 (Litres)	
03/07/2000			Not Verified

## 1.1 Navigation

Scroll up or down text

Go to first or previous

Go to next or last

▶	301	Company One
	EX2	Company Two
+		Not Defined

Selected record (arrow head)  
New Record (star)

To delete a row, click on the arrow head and press delete on the keyboard.

Drop-down menu selection

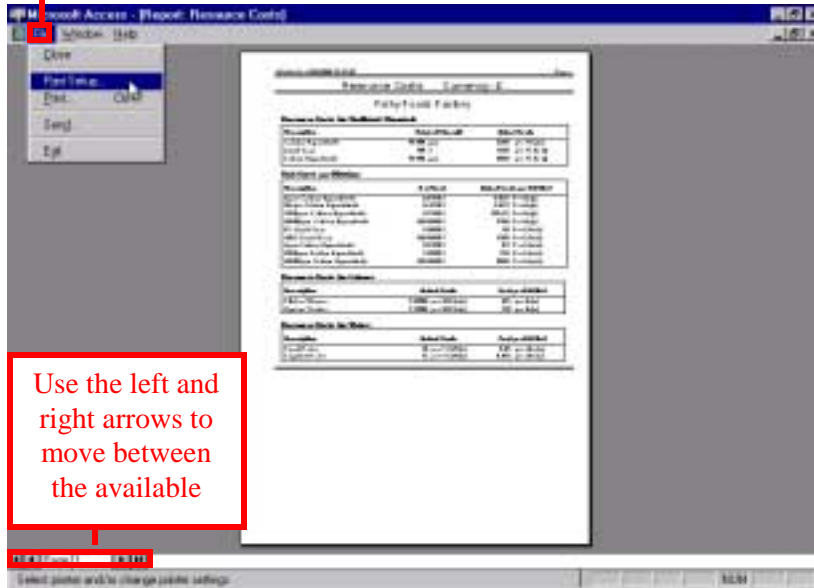
An alternative to 'point and click' with the mouse is to use the keyboard 'tab' key to move between fields.

## 1.2 Viewing and Printing

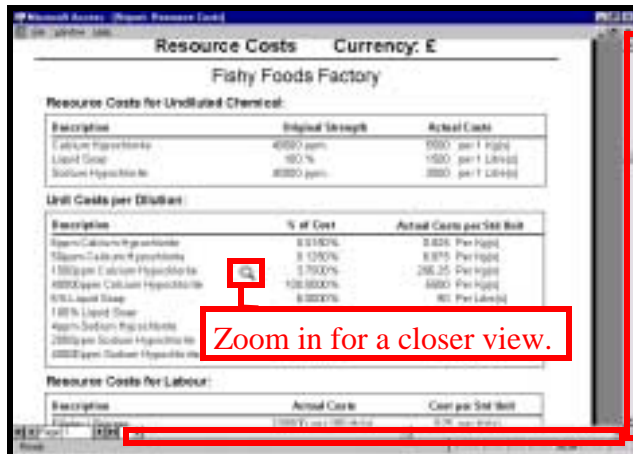


Whenever the 'print preview' button is available on a menu you can view and print report(s) .

Drop-down menu: Click file then close to return to the previous menu. Click file then print to print the report you are viewing.



Use the left and right arrows to move between the available



Zoom in for a closer view.

Use the side and bottom 'scroll bars' to view all of the page.

## 7.1 Actual Resources Used

From the Main Menu click on the button Actual Resources Used per Co.

Actual Resources Used per Co.



The program then requires you to select the company whose resources you wish to view

When you have clicked on the name of the company you wish to view, the program then asks you to indicate the level of data you wish to work at.



Having selected the level of data you wish to work with (in this example the whole factory), the program then displays the Actuals Data Entry screen. The options for entering/viewing cost details for chemical, labour and water can be accessed.



## 6.1 Company Reports

3

Log of Changes						
Fishy Foods Factory				Factory Level		
Code	Description of Change(s)	Before Change		After Change		Violates
		Change made between 03/07/2008 and 04/07/2008	Prod. Prod.	Actual	Prod. Prod.	Actual
001	Change of method	4,981,000	4,506,830	4,314,204	4,306,201	2754 0%

4

Actuals Entered By Month - Detailed					
Fishy Foods Factory					
Factory Level					
Area: All Areas					
Key Item: All Items					
	Quantity	Cost per Unit	Chemical	Labour	Water
0307/0000	100% Liquid Soap	20.00 (Litre)	1,500.00	49,300.00	
	4000g per Cubic m of eggshells	3.50 (kg)	5,500.00	89,250.00	
	Fillets / Classes	30.00 (kg)	60.50	20,405.00	
	Eggs per Wash	120.00 (kg)	307.50	113,187.50	
	Fresh Water	25,640.00 (Litre)	0.06		1,538.40
0607/0000	100% Liquid Soap	20.00 (Litre)	1,500.00	50,300.00	
	4000g per Cubic m of eggshells	3.75 (kg)	5,500.00	20,625.00	
	Fillets / Classes	31.00 (kg)	60.50	322.82	
	Eggs per Wash	137.00 (kg)	307.50	128,407.50	
	Fresh Water	21,288.00 (Litre)	0.06		1,277.28

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Actuals Entered By Month - Summary					
Fishy Foods Factory					
FACTORY LEVEL					
Average Daily Cost of Resources					
Code	Area	Chemical	Labour	Water	Total Cost
07/0000	All Areas	78,538	122,286	1,118	69,447

## 1.3 Logging On and Main Menu

To start : Double click system icon on desk top, wait for logon screen

Enter name 'A N Other' and password 'letmein', press enter on the keyboard and then click continue button.

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This shows which data set is currently loaded and where it is saved. This can be changed at manager level.

The program will then display the Main Menu options;

- 1) Costs and predictions per company (page 19)
- 2) Actual resources used per company (page 32)
- 3) Production data per company (page 34)
- 4) Cost Prediction report (page 35)
- 5) Cleaning methods unit cost report (page 35)
- 6) Maintenance Menu (Global Settings page 10)
- 7) return to logon screen.

1

2

3

4

5

6

7

## 2.0 Global Setting

The Global Settings Menu can be accessed by clicking on this button on the Main Menu.



These sub menus must be set up before any cost predictions or reports can be made. If some information is left out, this may result in calculations being inaccurate.

The screenshot shows the 'Global Settings' window with the following sub-menus highlighted in red boxes and linked to page numbers:

- Units of Measurement** (Page 11)
  - Production Frequency
  - Declare Std Units
  - Conversion Factors
- Factory Related** (Page 13)
  - Companies
  - Factory Areas
  - Key Items in Factory
- Resources** (Page 12)
  - Water
  - Labour
  - Chemicals
- Sanitation Details** (Page 14)
  - Cleaning Equipment
  - Chemical Dilutions
  - Cleaning Methods (Page 15)

The Global Settings Menu gives access to twelve sub-menus which hold all of the data which underlies the predictions, and the drop-down box lists.

It should be noted that the assumed costs entered in the Global Settings – Resources Menus will be used in cost predictions where ‘actual costs’ are not available (see page 18).

## 6.1 Company Reports

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Cost Predictions - Currency: UgSh					
Prediction Details Fishy Foods Factory at Factory Level					
Cost Prediction Code:	Test	Description of cleaning methods used in this prediction and reason.			
Calculations Based on:	20 Days Per Month	140 Days Per Year			
Cleaning Schedule					
Description	Cleaning Method / Size	Frequency of Clean	Chemicals	Labour	Equipment
Whole Factory cleaning	FCT001	470 SqM(x)	1 per Day	Simple	Untrained Manual OHL
Predicted Cost					
	Avg. Daily Usage	Daily Cost	Monthly Cost	Annual Cost	
<b>Chemical</b>					
100% Liquid Soap	20.4 Kg(d)	153,000	3,668,000	36,719,999	
4000ppm Calcium Hypochlorite	1.8 Kg(d)	12	150	4,248	
	<b>Total for Chemical</b>	<b>153,018</b>	<b>3,683,154</b>	<b>36,724,247</b>	
<b>Labour</b>					
Filiber / Shower	4.0 Hr(d)	2,000	48,000	426,000	
Hygiene Worker	120.0 Hr(d)	60,000	1,200,000	14,400,000	
	<b>Total for Labour</b>	<b>62,000</b>	<b>1,248,000</b>	<b>14,826,000</b>	
<b>Water</b>					
Fresh Water	20,000.0 Litre(d)	700	14,000	168,000	
	<b>Total for Water</b>	<b>700</b>	<b>14,000</b>	<b>168,000</b>	
Actual Cost					
All Costs between: 03/07/2000 to 04/07/2000 Inclusive of Dates					
	Sample Size	Minimum	Maximum	Std.Dev.	Avg. Cost
Chemicals	2	68,750	73,125	3,094	70,938
Labour	2	126,700	137,813	6,401	133,286
Water	2	1,000	1,100	50	1,118
<b>Average Daily Actuals - All Resources</b>					<b>285,342</b>
Summary of Cost					
	Average Daily Cost	Cost Per Month	Cost Per Year	Variance	
Actuals	205,342	4,106,831	49,281,974	5%	
Predicted	215,718	4,314,354	51,772,247		

## 6.1 Company Reports

1

**Resource Costs**    Currency: UgSh

**Fishy Foods Factory**

**Resource Costs for Undiluted Chemical:**

Description	Original Strength	Actual Costs
Calcium Hypochlorite	40000 ppm	5500 per 1 Kg(s)
Liquid Soap	100 %	1500 per 1 Litre(s)
Sodium Hypochlorite	40000 ppm	3000 per 1 Litre(s)

**Unit Costs per Dilution:**

Description	% of Cost	Actual Costs per Std Unit
5ppm Calcium Hypochlorite	0.0150%	0.825 Per Kg(s)
50ppm Calcium Hypochlorite	0.1250%	6.875 Per Kg(s)
1500ppm Calcium Hypochlorite	3.7500%	206.25 Per Kg(s)
40000ppm Calcium Hypochlorite	100.0000%	5500 Per Kg(s)
5% Liquid Soap	5.0000%	90 Per Litre(s)
100% Liquid Soap	100.0000%	1500 Per Litre(s)
4ppm Sodium Hypochlorite	0.0100%	0.3 Per Litre(s)
2000ppm Sodium Hypochlorite	5.0000%	150 Per Litre(s)
40000ppm Sodium Hypochlorite	100.0000%	3000 Per Litre(s)

**Resource Costs for Labour:**

Description	Actual Costs	Cost per Std Unit
Filterer / Skinner	30000 per 160 Hr(s)	625 per Hr(s)
Hygiene Worker	15000 per 160 Hr(s)	937.5 per Hr(s)

**Resource Costs for Water:**

Description	Actual Costs	Cost per Std Unit
Fresh Water	55 per 1 CM(s)	0.055 per Litre(s)

## 2.1 Units of Measurement

These twelve sub menus allow you to set up background information / data. After data entry press back button to return to the Global Settings menu S501.

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**Production Frequency**

2 Shifts Per Day    48 Weeks Per Year

16 Hours Per Day    12 Months per Year

5 Days Per Week    **View Frequencies**

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**Frequency Table**

2013.00 Hours per Week
2013.00 Hours per Year
28.00 Days per Month
2013.00 Days per Year
48.00 Shifts per Month
480.00 Shifts per Year
4.00 Weeks per Month
48.00 Weeks per Year
8.00 Year per Week
1.00 Year per Year
1.00 Month per Month
12.00 Month per Year

**Production Frequency**  
All values should be entered into the relevant boxes. Pressing the View Frequencies button gives access to the Frequency Table.

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**Standard Units**

Units for	Standard Unit
Units for Volume	Litre(s)
Units for Weight	Kg(s)
Units for Area	Sq.M(s)
Units for Time	Hr(s)
Units for Length	M(s)
Units for Units	Item(s)
Units for Currency	UgSh

**Standard Units**  
Declare preferred standard units used for sanitation here.

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**Conversion Factors**

Unit Type	Unit Name	Conversion Factor
Volume	Litre(s)	1 Litre(s) = 1 Litre(s)
Volume	CM(s)	0.001 CM(s) = 1 Litre(s)
Volume	cc	1000 cc = 1 Litre(s)
Weight	Kg(s)	1 Kg(s) = 1 Kg(s)
Weight	g	1000 g = 1 Kg(s)
Weight	M.Ton	0.001 M.Ton = 1 Kg(s)
Area	Sq.M(s)	1 Sq.M(s) = 1 Sq.M(s)
Area	Sq.Ft	10.46 Sq.Ft = 1 Sq.M(s)
Time	Hr(s)	1 Hr(s) = 1 Hr(s)

**Conversion Factors**  
All other units used are recorded here and converted into the previously defined standard units.

## 2.2 Resources

After data entry press back button to return to the Global Settings menu S501.

Unique ID	Description	Assumed Cost of Water (UgSh)
501	Bore Hole Water	50 Per 1 (UgSh)
502	Fresh Water	25 Per 1 (UgSh)
503	Recycled Water	15 Per 1 (UgSh)
504	Sea Water	5 Per 1 (UgSh)
505	Supplied Water	10 Per 1 (UgSh)
506		0 Per 1 (UgSh)

Water Standard types and costs of water are listed here.

Unique ID	Description	Assumed Cost of Labour (UgSh)
507	Factory Worker	50 Per 1 (UgSh)
508	Hygiene Worker	50 Per 1 (UgSh)
509	Supervisor	150 Per 1 (UgSh)
510		0 Per 1 (UgSh)

Labour Types and costs of labour are listed here, with a unique ID.

Unique ID	Description	Date used by Final Edition	Output Strength	Assumed Cost of Chemical (UgSh)
511	Alkanol/Acetone	1000	1000	100 Per 1 (UgSh)
512	Liquid Soap	1000	1000	100 Per 1 (UgSh)
513	Sodium Hypochlorite	4000	1000	100 Per 1 (UgSh)
514		1000	1000	0 Per 1 (UgSh)

Chemicals Details of all chemicals used should be listed here and given a unique reference code.

## 6.1 Company Reports

From the Costs and Predictions screen S502 the Company Reports menu can be accessed.



The following reports are available from this screen

- 1) This gives list of all resource costs under the headings Chemical, Labour and Water
- 2) All of the predictions that have been made are shown in this report
- 3) This gives a summary of the log of changes
- 4) A detailed report of resources used by a company is available, split into a month at a time
- 5) Also a summary of costs by date



## 5.1 Log of Change

Log of Changes							
Fishy Foods Factory				Factory Level			
Code	Description of Change(s)	Change made between	Before Change		After Change		Variance
			Predicted	Actual	Predicted	Actual	
001	Change of method	03/07/2000 to 04/07/2000	4,982,000	4,100,000	4,314,204	4,390,000	275,796

**Log of Change**  
Fishy Foods Factory  
Currency: UgSh

Data Collection at Factory Level

Code	Change took place Between	Description
001	03/07/2000 to 04/07/2000	Not Defined
?	03/07/2000 to 03/07/2000	

Code:   
Description:

Monthly Costs: Before:  After:  1 Day(s)

Dates:

Predictions:  Actuals:  Predicted:

When adding a new record 3) the code box first needs to be changed from "?". The other boxes can then be filled in. If predictions have been made (page 22) these can also be included.

## 2.3 Factory Related

After data entry press back button to return to the Global Settings menu S501.

**Companies**

Unique ID	Company Name
Fishy	Fishy Foods Factory
Small	Small Fish Factory
Large	Large Fish Factory

Record: 3 of 3

Companies Codes and full names of all companies should be listed here.

**Factory Areas**

Order	Area Description
10	Outside Factory
20	Reception
30	Processing
40	Packing
50	Other
*	0

Record: 5 of 5

Factory Areas All areas of the factory should be listed and given an order of cleaning (sequence) reference.

**Key Items**

Unique ID	Key Item Description	How Measured
Con	Conveyor	Length
Food	Food Contact Surface	Area
Non	Non Food Contact Surface	Area
Prod	Product	Weight
Vect	Items Used to Clean With	Unit
*	Not Defined	

Record: 5 of 5

Key Items All key items to be cleaned should be recorded here with a unique ID.

## 2.4 Sanitation Details

After data entry press back button to return to the Global Settings menu S501.

Unique ID	Description
Buck	Bucket
Bowl	Bowl
Cloth	Cloth
HBrush	Hand Brush
Hose	Hosepipe
Power	Power Hoist
Mop	Mop

Cleaning Equipment  
All equipment used to clean with should be listed here.

Chemical Used for Dilution	Dilution Used	% of Cost
Calcium Hypochlorite	1 ppm	0.02%
Calcium Hypochlorite	50 ppm	0.13%
Calcium Hypochlorite	1500 ppm	3.75%
Calcium Hypochlorite	40000 ppm	100.00%
Liquid Soap	1%	6.00%
Liquid Soap	10%	100.00%
Sodium Hypochlorite	4 ppm	0.01%
Sodium Hypochlorite	2000 ppm	5.00%
Sodium Hypochlorite	40000 ppm	100.00%

Chemical Dilutions  
All dilutions used during cleaning should be listed here.

## 5.1 Log of Change

On selecting an existing record from the available list, the program displays the details of the selected record (1) including predicted and actual costs before and after the change. It also enables the following options: (2) View/print the records (3) add a new record (4) Delete the selected record

Code	Change took place Between	Description
001	03/07/2000 to 04/07/2000	Change of methods

Monthly Costs	Before	After	Days
Dates	03/07/2000	04/07/2000	2
Predictions	Predict1	Test	Diff.
Actuals	4,106,831	4,106,831	0%
Predicted	4,982,000	4,314,354	-13%

Clicking on the Print Preview button (option 2) displays the log of change report for all of the records. This can then be viewed or printed as required.

## 5.1 Log of Change

From the Costs and Predictions screen S502 a Log a change can be accessed to allow a comparison of two methods actually used in the factory and predictions.

First select the level to be used for the comparison

The options available are: (1) select an existing record from the list or (2) create a new record.

## 3.1 Viewing Cleaning Methods

From the Global Settings Menu press the Cleaning Methods button.

Cleaning Methods

This will bring up the Select Data Level screen. Select which level of cleaning is required and press the OK button. To return to the previous screen press the Cancel button.

From this screen all available cleaning methods for the selected level are displayed. After selecting a method :

- 1) the notes can be displayed (page 16).
- 2) A new method can be added (see page 17) and
- 3) reports printed off (page 16).
- 4) this button prints a report of all of the methods.





### 4.3 Adding New Cost Predictions

To add a new prediction click the button on the Cost Predictions screen S105



The code field will be highlighted and a unique code should be entered. A description should then be given, and if there are actual methods entered, dates can be given that relate to this data. The actual costs of cleaning based on these methods will be calculated and shown at the bottom.

### 3.2 Adding New Methods

From the Select Cleaning Methods Screen S200, press the add new method button.



The program will then display a blank Cleaning methods record, in which the reference code box is highlighted with "RefCode?". You should begin by giving the method a unique reference code.

You can choose to specify resources used, or just enter a total cost.

The remainder of the record can be completed by typing into the blank field boxes, or where they are available making selections from the drop-down boxes. When you have finished, if you chose to enter the resources, click the Resources Required button to continue to the Resources Required per Clean screen (page 18).

## 3.2 Adding New Methods

To record resources used in the cleaning method press this button on S201

Resources  
Required

This screen also needs to be completed using drop-down boxes and filling in the blank field boxes.

To record any validation results, press the button on the cleaning methods screen S201 and log all tests performed.

Unique ID	Description	Standard	Units Used
ATP	ATP Rapid Test	1000	RLU
Col	Coliforms		CFU/Cm2
DIP	Dip Test		
Kon	Konice		mp/Cm2

## 4.2 Viewing Cost Predictions

When selecting a level of detail to make the prediction on, the following should be taken into consideration:

### Factory Level:

Very generic, groups all areas and items together.  
Useful when documenting total factory costs.  
Not very accurate prediction.

### Area Level:

Enables key areas to be monitored.  
Allows similar areas to be compared through predictions.  
Takes no account of the items contained within an area.  
Predictions can be made on a specific area, where the

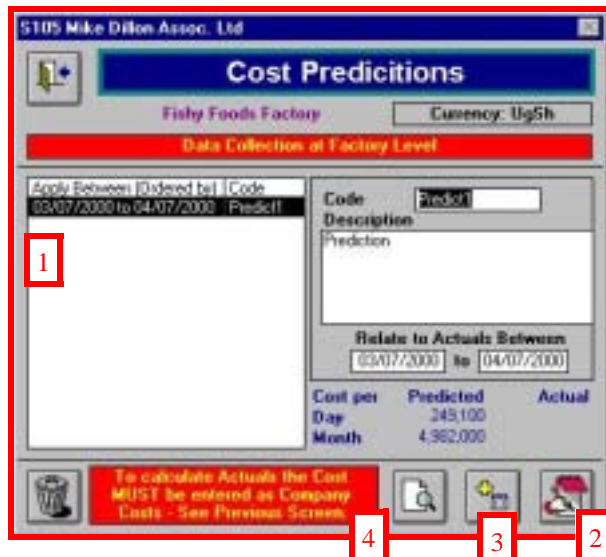
### Key Item Level:

Enables a full itinerary of a factory to be used, or specific items of equipment.  
Gives a better basis for cost prediction.

## 4.2 Viewing Cost Predictions

From the Costs and Predictions screen S502 Cost predictions can be made using cleaning methods that have already been entered into the program, by pressing the Cost Predictions button.

All cleaning methods are based on one level of the factory structure. The level for use in the prediction should first be selected.



- The Cost Predictions screen then appears, with a list of predictions, if any have previously been made.
- 1) Selecting a prediction brings up a description and the option to 2) view the notes.
  - 3) A new prediction can also be added (page 24) and
  - 4) A report printed (page 29)

## 3.2 Adding New Methods



If you choose not to enter resources information, you can specify the total cost for the cleaning procedure. The cost per unit is shown on the Select Cleaning Method screen. Methods can be entered in a similar way for each level, factory, area and key item.



## 4.0 Costs and Predictions

From the Main Menu press the Costs and Predictions per Company button.



Then choose a company who's costs and predictions you wish to view/edit from the list.



To view/edit the resource costs press one of these buttons (page 21).



Page 22

Page 28

## 4.1 Company Resource Costs

From the Costs and Predictions screen S502 Water, Chemical and Labour Costs can be accessed.

The Actual Costs of resources used by a factory can be entered on these screens. The descriptions available in the drop-down lists are set-up using the Global Setting menu (page 10).

