





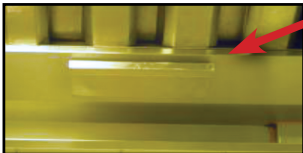




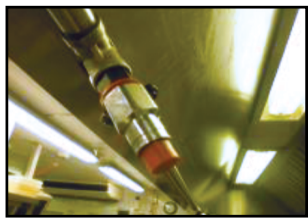


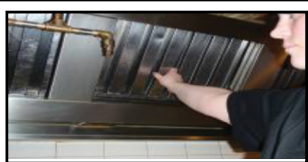

Cleaning the extraction canopy & filters

Cloth	• White canopy cloth
PPE	• Rubber gloves • Safety glasses  
Chemicals	• Cleaner & degreaser (trigger bottle) • Sanitiser
Reference	• Safety policies • COSHH Manual • Risk Assessment Manual • DMLB • SOP - K0018 - Cleaning the dishwasher • SOP - K0055 - Dealing with a spillage • SOP - OF0021 - Use of ladders (working at heights)
Equipment	• Green scourer • Step ladders • Food waste bin
 VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		<ul style="list-style-type: none"> • This task must only be completed by trained employees aged 18 years and above. • Ensure that the kitchen extraction is switched off. • Only clean the extraction canopy and filters in the morning BEFORE equipment is turned on. • Ensure lids are placed onto fryers. • Suitable PPE must be worn when completing this task.
Step 2		<ul style="list-style-type: none"> • Use a suitable step ladder when working at height. Refer to SOP - OF0021 - Use of ladders (working at heights). • Care must taken when working with step ladders around gas safety chains, gas pipes and electrical cables to ensure that they do not present a trip hazard. Gas safety chains and gas pipes must never be disconnected. • Remove each baffle filter by lifting up and out from the grease channel. • Clean each baffle filter in the dishwasher. • If there is heavy grease build-up on the baffle filters, complete additional cleaning using a green scourer and cleaner & degreaser (trigger bottle). • Allow to air dry.
Step 3		<ul style="list-style-type: none"> • Remove drip trays and discard any grease residue into a food waste bin. • Clean the drip trays in the dishwasher. • Allow to air dry.
Step 4		<ul style="list-style-type: none"> • Once all the canopy parts have been cleaned, drain and clean the dishwasher. Refer to SOP - K0018 - Cleaning the dishwasher.
Step 5		<ul style="list-style-type: none"> • Using cleaner & degreaser (trigger bottle) and a white canopy cloth, clean the baffle filter grease channel of the canopy.

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Cleaning the extraction canopy & filters

Step 6		<ul style="list-style-type: none"> • Using a white canopy cloth and cleaner & degreaser (trigger bottle), carefully clean the Ansul sprinkler rods and nozzles and Cheetah sensors. • Replace plastic caps if they come loose during cleaning.
Step 7		<ul style="list-style-type: none"> • Using cleaner & degreaser (trigger bottle) and a white canopy cloth or a green scourer, clean the inside of the extraction canopy paying particular attention to the corners, gullies and lighting covers.
Step 8		<ul style="list-style-type: none"> • Using a white canopy cloth or green scourer and cleaner & degreaser (trigger bottle), clean the outside of the extraction canopy paying particular attention to the corners and edges. • Dispose of the white canopy cloth and green scourer after cleaning.
Step 9		<ul style="list-style-type: none"> • Ensure that the baffle filters and drip trays are completely dry. • Replace baffle filters by locating in the grease channel and pushing back in. • If arrow indicators are noted on the baffle filters, use as a reference to ensure the filters are replaced the right way up. • Replace the drip trays.
Step 10		<ul style="list-style-type: none"> • Report any maintenance issues via the property maintenance system. • All spillages must be cleaned up immediately. • Ensure all lighting is working, and if not place a call out via the property maintenance system. • Take care when removing baffle filters as edges can be sharp. • Switch on the extraction unit prior to turning on cooking equipment. • Check the PPM has been completed in line with the pub maintenance schedule.