



Operating an Automatic Dishwasher

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Approved by:

Date effective: 01 January 2019

Signed:

1. Scope

This document describes the procedure to be followed when using an automatic dishwasher to wash crockery, cutlery and glassware.

2. Staff responsible

2.1. All cleaners

3. Equipment needed

- 3.1. Automatic dishwasher detergent and operational pump
- 3.2. Automatic dishwasher rinse agent and operational pump
- 3.3. Correctly operational dishwashing machine
- 3.4. Protective rubber gloves
- 3.5. Dishwasher crates and cutlery baskets
- 3.6. Prewash wash basin and spray
- 3.7. Plastic container for dirty cutlery receiving
- 3.8. General purpose detergent

4. Method

4.1. Always follow the instructions of chemical manufacturer and dishwasher manufacturer

- 4.2. Make sure that the dishwasher has been drained and cleaned. Switch the dishwasher on, allow it to fill up and heat the water. Once the machine has reached 55°C for the wash water and 80°C for the rinse water, the machine is ready for use.
- 4.3. Make sure that there is sufficient detergent and rinse agent in the chemical bottles, and that the pipes extracting the chemicals reach into the chemicals.
- 4.4. Check that the chemical pumps are working correctly, and that chemicals are being pumped through the pumps.
- 4.5. Collect the dirty cutlery in a container with warm water and a general purpose detergent.
- 4.6. Scrape off / empty all excess food from the dirty items, into the dustbin.
- 4.7. Correctly stack the dirty items into washing crates. Plates must be given enough space between them, cutlery must be placed into a cutlery basket, and cups and glasses placed upside down into crates.
- 4.8. Place the crate with the dirty items on top of the prewash basin, and then use the prewash spray to wash off any additional dirt from the dirty items. If a prewash spray

is not available, then dirty items must be rinsed through a prewash basin before they are stacked into the washer crates.

- 4.9. Place the washer crates, with the correctly stacked dirty items, into the dishwasher, and allow the machine to run through the wash and rinse cycle.
- 4.10. Once the dishwasher has run through its cycles, remove the crate from the machine, and allow the items to dry for about 1 minute.
- 4.11. NOTE: Check that all of the items are visibly clean before storing them. If any visible dirt is present on the clean items, they must be put through the machine again!
- 4.12. If the clean items are completely dry, they can be stacked and put into a dedicated CLEAN area for storage. NEVER stack the items for storage if they are still wet!
- 4.13. If the items need additional time to dry, they can be placed onto a drying rack to dry. Remember to stack the items from the top to the bottom on the drying rack.
- 4.14. At the end of the shift, switch the dishwasher off, drain it, and clean all areas inside the machine, so that the machine is clean and ready for the next shift.

5. Records required

None