

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 1 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	---	---

CONTENTS

ACCOMMODATION AND RECREATIONAL SPACES.....	3
1. ACCOMMODATION.....	3
1.1. Officers Cabins.....	3
1.1.1. Cabins Occupied by Officer Wives or Family.....	3
1.1.2. Crew and Officer Cabin Cleaning	3
1.1.2.1. Daily Clean	3
1.1.2.2. Weekly Clean	3
1.1.2.3. As Required.....	4
1.2. Linen Locker.....	4
1.3. Ship's Laundry	5
1.4. Messrooms and Recreation Rooms	5
1.5. Changing Rooms and Gymnasium.....	5
1.6. Public Toilets and Cleaning Lockers.....	6
1.7. Cleaning Lockers.....	6
1.8. Ship's Hospital	6
1.9. Pantry Areas	6
2. RECREATIONAL AREA.....	7
2.1. Daily	7
2.2. As required.....	7
3. CLEANING METHODS	8
3.1. Cleaning (Detergents)	8
3.2. Bulkhead Cleaning	8
3.3. Deckhead Cleaning	8
3.4. Deck Cleaning (Accommodation and Stairwells)	8
3.5. Carpets	9
3.6. Cupboards and Lockers and Drawers	9
3.7. Showers	10
3.8. Chrome and Brass	10
3.9. Mirrors and Glass	10
3.10. Sinks.....	10
3.11. Scuppers	11

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 2 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

3.12.	Toilets	11
4.	CLEANING ROUTINE FOR CATERING STAFF	11
4.1.	Duties for Steward	11
4.2.	Duties for the Cook	12
5.	GALLEY CLEANING AND FOOD SAFETY MANAGEMENT	12
5.1.	Storage and use of Chemicals	13
5.2.	Messroom Cleaning	13
5.2.1.	After Meal Service	13
5.2.2.	As Required	13
5.3.	Deck Cleaning	14
5.4.	Two Compartment Sink Method for Cleaning	14
5.5.	Storage of Galley Equipment (Pots, Pans, Utensils, Containers)	14
5.6.	Dish Washing Machines	15
5.7.	Main Galley Ventilation Uptake Filters	15
5.8.	Oven and Refrigeration Door Seals	15

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 3 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	---	---

ACCOMMODATION AND RECREATIONAL SPACES

1. ACCOMMODATION

1.1. Officers Cabins

Ship's Officers are expected to keep their cabins in a tidy condition. Crew and Officer Cadets are responsible for maintaining the cleanliness of their own cabins. The Steward will only clean Officer Cabins.

A guidance document for Stewards is provided to assist with in-depth cabin cleaning and to maintain a common structured programme of cleaning. Cabins are inspected by the Master and Port Health (for issuing Ship Sanitation Exemption Certificates).

1.1.1. Cabins Occupied by Officer Wives or Family.

From time-to-time Officers may have family onboard. Families of Officers are responsible for maintaining levels of good housekeeping and cleanliness in the cabins they occupy whilst onboard. The Steward will only clean cabins occupied by Officers' wives/families as set out in the cleaning routines below. Cleaning will only be carried out when the cabin is vacant. The Steward will not clean or enter a cabin when occupied by Officers' wives/families. Some ships may wish to operate a different system and arrange cleaning to be completed by the Officer and their wives/families and not the Steward.

1.1.2. Crew and Officer Cabin Cleaning


The following will be carried out:

1.1.2.1. Daily Clean

- a. Clean sink and toilet bowl
- b. Vacuum clean carpet as required
- c. Dust as required
- d. Empty bin
- e. Bunk to be made up

1.1.2.2. Weekly Clean

- a. Change bunk linen and towels
- b. Clean shower deck and shower bulkheads
- c. Dust cabin
- d. Vacuum clean carpet, paying attention to edges and corners

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 15.1 Page : 4 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

- e. Polish chrome
- f. Polish mirrors

1.1.2.3. As Required

- a. Shampoo carpet
- b. Launder cabin curtains and seat covers
- c. Wash cabin bulkheads and deckheads
- d. Bathroom scuppers to clean out
- e. Launder/replace shower curtain
- f. Clean port boxes
- g. Vacuum clean down sides of furniture and underneath seat
- h. cushions

Note: The Steward will stagger the Officer cabin weekly clean by undertaking one Officer Cabin weekly clean each day.

Any damage to equipment or cabin fittings are to be reported to the Chief Engineer by the cabin occupant as soon as possible.

1.2. Linen Locker

The linen locker is to be kept tidy and stocked neatly according to product. Towel stock checks will be carried out every six months (end of July / end of January) by the Steward. The towel stock check sheet will be used, and any losses from the previous stock check are to be reported to the Master by the Steward.


Completed count sheets will be kept on file in the linen locker and available for inspection by the Master or visiting Superintendent as required.

The linen locker is to remain locked when not in use. Agreed times and days are set in conjunction with the Master to enable crew to obtain fresh clean weekly linen.

Damaged and old linen no longer fit for use can be offered to the technical department as rags. The Master will be advised of what linen has been condemned by the Steward.

It is company policy that all normal shipboard laundering be carried out on board by shipboard personnel.

- a. Laundry work means the actual washing and ironing of the ship's normal laundry which comprises bed linen, towels, tablecloths and other linen used on a daily basis. It does not cover the washing of coveralls, nor does it cover the washing of private articles of clothing for any members of the ship's complement. If an officer requests a crew member to laundry his personal clothing, then that officer

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 5 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

will be expected to settle with the crew member an amount mutually agreed upon for his own account.

- b. On smaller ships, the Master may regulate the use of the ships laundry to facilitate the ships linen.

1.3. Ship's Laundry

There are designated washing machines and tumble dryers for certain laundry items, for example dirty boiler suits.

The correct use of machine appropriate to soiled laundry is always to be used. The laundry will be kept clean and tidy at all times. A daily check on the general tidiness of the laundry will be undertaken by the person responsible. This includes a daily sweep of the deck and cleaning of sink and sink filters. The tumble dryers are to have their filters checked each day for build-up of fluff from drying laundry; filters will be cleaned off accordingly. The laundry deck are to be scrubbed down and mopped at least once per week; this will also include the drying room. Training in the correct operational use of laundry machinery is to take place as required. This will include knowing the appropriate temperatures to use for specific linens and knowing the correct dosage of detergents to be used. Regular checks will be taken on detergent availability within the laundry by the person responsible.

1.4. Messrooms and Recreation Rooms

Crew Meals are to be only served in designated Messroom facilities onboard. Officers and Crew are advised not to consume food in Cabins or other areas of the Ship as this may create a pest problem.


Officers and Crew will wear clean clothes and footwear into the Messrooms. Under no circumstances are soiled boiler suits or dirty boots to be worn in these areas. Meals are served at regular and prearranged times as set out by the Master.

1.5. Changing Rooms and Gymnasium

There will be a daily clean-up of changing rooms at the end of each day, this will include the following;

- a. Sweeping and mopping of deck
- b. Cleaning of sink and sink filter where fitted
- c. Bins emptied
- d. Cleaning of toilet pan and seat where fitted, cleaning of toilet deck
- e. A check to ensure there is adequate soap and toilet paper/hand drying facilities.

Bulkheads, locker doors, and entrance door are to be cleaned down as required. Checks for grease/dirty marks are to be made.

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 6 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

The person responsible for the daily cleaning of changing rooms will be advised by the Master. Any defective furniture or repairs needed will be reported as soon as possible to the Chief Engineer by the person responsible for cleaning.

1.6. Public Toilets and Cleaning Lockers

On certain classes of Vessel, toilets are located within Officer and Crew Alleyways. These are to be cleaned and checked daily to ensure high levels of cleanliness are maintained.

1.7. Cleaning Lockers

Cleaning Lockers are located within Officer and Crew alleyways; these will be checked daily to ensure high levels of cleanliness and housekeeping are maintained by the person responsible. Checks will include the following:

- a. Stores and equipment is secure and stowed neatly;
- b. Bins are emptied daily;
- c. Sinks and sink filters are cleaned daily;
- d. Appropriate Personal Protective Equipment is available as required; and
- e. Any chemicals have safety data sheets on the chemical readily available.

1.8. Ship's Hospital


The Ship's Hospital is to be checked each week to ensure high levels of cleanliness are being maintained. The Master will advise who is responsible for this check. This check will include the following;

- a. Bath, Shower, Sink and Toilet are clean and have adequate supply of toilet roll, hand soap and hand drying facilities.
- b. A supply of clean towels is on hand as required.
- c. Beds are made up with clean linen.
- d. Deck is clean, check edges and corners.
- e. Checks are made for dusting and polishing surfaces, mirrors, bright work.
- f. Equipment is safely stowed.

1.9. Pantry Areas

Cupboards and drawers will hold low levels of crockery and cutlery. Pantry areas are to be checked daily by the Steward; the daily check is to include the following;

- a. Work surfaces are clean and are to be sanitised down with a cleaning cloth.

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 7 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

- b. Drawers and cupboard are to be checked and cleaned out once per week with sanitiser.
- c. Bins emptied
- d. Dates are to be checked on all food and beverage stock to ensure it is in date.
- e. Any cold meats or cheeses are to be kept within the fridge and covered.
- f. Decks will be swept and mopped clean at the end of each check.
- g. Clear away any dirty cutlery and crockery and put through dish wash machine.
- h. Replenish cutlery and crockery as required
- i. The pantry is to be left clean and tidy
- j. Cleaning gear is to be stowed in a separate cupboard.

2. RECREATIONAL AREA


Responsibility for the cleaning of Crew and Officer recreation rooms will be advised by the Vessel's Master. Recreation rooms are to be cleaned each day at a time advised by the Master.

2.1. Daily

- a. Table tops are cleaned and polished.
- b. Ashtrays are emptied and chairs straightened
- c. Books, Magazines, and DVDs stowed neatly and tidily
- d. Glasses cleaned and rubbish disposed of
- e. Vacuum cleaning of carpets, soft furnishings
- f. Bins emptied, rubbish disposed of, bins cleaned inside and out.
- g. The Bar counter cleaned down with sanitizer.

2.2. As required

- a. Dusting of all shelves and TV/Hi-Fi equipment as required
- b. Mirrors and pictures are to be dusted and polished as required.
- c. Port Boxes washed down if required
- d. Bar fridge is to be checked and cleaned out weekly.
- e. Deckheads and bulkheads
- f. Shampooing of soft furnishings and carpets

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 15.1 Page : 8 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

Any defective furniture or repairs needed are to be reported as soon as possible to the Chief Engineer by the person responsible for cleaning. This equipment is also subject to weekly inspection by the master.

3. CLEANING METHODS

3.1. Cleaning (Detergents)

The application of energy to remove dirt, grease and any other soiling. This includes physical energy, heat (hot water) and chemicals.

a. Disinfection

Reduces micro-organisms (pathogenic bacteria) to a safe level.

b. Sanitiser (recommended for all ships to use in the Galley)

A specially formulated cleaning chemical capable of both detergent and disinfecting actions.

3.2. Bulkhead Cleaning

Bulkhead cleaning is undertaken firstly as a detergent wash. When washing down particular attention is to be paid to skirting and corners. Once washed down with a detergent, the bulkhead is then to be rinsed off. When cleaning, rinsing or sanitising a bulkhead you are to start from the top and work your way down. If it is galley or messroom bulkhead then sanitiser is to be used after the final rinse, allow to air dry afterwards.


3.3. Deckhead Cleaning

Deckhead cleaning is undertaken as a detergent wash. When washing down particular attention is to be paid to edges, corners and the channels in between deckhead panels. Once washed down with a detergent, the deckhead is to be rinsed off.

You may need to use a set of safety steps to reach the deckhead panels. Do not clean deckheads in heavy weather or during excessive vessel movement. When cleaning a deckhead you are to work in a methodical manner, as working through panel by panel ensures consistency and effectiveness in cleaning.

3.4. Deck Cleaning (Accommodation and Stairwells)

Prior to any washing down, decks are to be swept clean. Washing down of the accommodation decks is undertaken with mops. A bucket of detergent solution is used, the mop is soaked within the solution and squeezed through in the strainer section within the bucket; make sure and give the mop a good squeeze through, to ensure excessive water is not applied to the deck.

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 9 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	---

When mopping, pay particular attention to edges and corners where grime can accumulate. You may need to use a green scouring pad by hand to get into the edges and corners. Always check to ensure there is no build-up of grime.

When mopping always use the mop in front of you, keep the bucket behind you or to the side so you do not trip over it as you move backwards. Use a sweeping motion from side to side when mopping. Do not use excessive amounts of water.

Particular attention is to be paid to edges and corners when cleaning stairs. It is prudent to close the stairs off, so use hazard tape to prevent access. This will enable you to clean effectively and methodically.

Make sure and put wet deck signage in place at the top and bottom of stairwells when cleaning stairs. Allow stairs and deck to air dry.

3.5. Carpets

All carpets are to be regularly vacuumed, paying particular attention to edges and corners. Furniture is to be moved to access all areas of the carpet.

Carpet cleaning takes place as required. Carpet cleaning is an important and essential part of a ship's cleaning routines. You are not to operate the carpet cleaning machine until you have received instruction in its correct use.


Damaged or torn carpet has to be reported to the Chief Engineer. Carpets can easily become stained and marked due to inappropriate footwear being worn within the area. If there is evidence of this, it is to be reported to the Master. The life span of the carpet can be increased with regular and effective carpet cleaning. Arrangements will need to be made for the area to be kept clear to enable the carpet to dry out after the cleaning has finished.

Signage and hazard tape to isolate the area is to be put in place to ensure the ships crew are aware of the situation. If cleaning carpets in cabins, you are to advise the person concerned to avoid walking on the carpet if it is still wet/damp and to allow it time to dry.

3.6. Cupboards and Lockers and Drawers

All cupboards, lockers and drawer units are to be regularly cleaned and kept in a tidy condition.

They are to be dusted off/out before being washed down in a detergent solution and then rinsed and allowed to air dry. If they are in a food area (Galley / Messroom / Pantry) then after the rinse has been applied a sanitising wash will take place.

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 10 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	---	--

3.7. Showers

Cabin showers are to be given a thorough and regular clean. Bulkheads are to be given a wash down with a proprietary detergent and then rinsed. They are also to be washed down with a sanitising agent.

Decks are to be given a thorough scrub down paying attention to edges and corners; limescale build up can be difficult to remove, a dedicated limescale remover is to be applied.

This is a strong chemical, so make sure and read the instructions before use.

Chrome work is to be polished. Shower curtains are to be checked for staining, mould growth and odours, they will be as required. Check the repair of the shower curtain; if it needs replacing, do so.

Always wear the appropriate personal protective equipment and ensure you read the instructions label on the chemical being used before commencing work.

3.8. Chrome and Brass

All chrome and brass is to be polished on a regular basis according to cleaning routines and as required. Bright work will be cleaned with a proprietary polish and soft cloth.

Always wear the appropriate personal protective equipment and ensure you read the instructions label on the chemical being used before commencing work.

3.9. Mirrors and Glass

All mirrors and glass are to be polished on a regular basis according to cleaning routines. Mirrors and glass are to be cleaned with a proprietary polish and soft cloth. Any cracks or damage to mirrors and glasswork are to be reported to the Chief Engineer.


3.10. Sinks

Cabin and stainless-steel sink units will be cleaned daily or after use and according to the cleaning routines. Sink bowls are also to be cleaned underneath. Connecting pipe-work is to be dusted and washed down as appropriate.

Where fitted, plug filters are to be removed and cleaned thoroughly; these accumulate significant amounts of grime quickly, so they are to be checked daily.

Always wear the appropriate personal protective equipment and ensure you read the instructions label on the chemical being used before commencing work.

Any damage or repairs required to sinks is to be reported to the Chief Engineer.

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 11 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	--

3.11. Scuppers

Scupper channels and scuppers are to be checked for cleanliness on a regular basis. Within the Galley this is to be done daily; within the stores areas they are to be checked on a regular basis 2/3 times a week.

3.12. Toilets

When cleaning toilets use a detergent and disinfectant. Clean the base, outside and inside of the toilet pan.

A thorough clean of the seat and handle is to be undertaken with disinfectant.

Check that the toilet brush holder and brush is clean and in good repair.


It is good practice to put a small amount of disinfectant in the bottom of the brush holder to minimise the effects of any possible odour.

4. CLEANING ROUTINE FOR CATERING STAFF

For guidance, the following areas onboard are designated areas for cleaning and housekeeping / maintenance for Catering staff. It is to be stressed that this is a guide and is based on custom and practice:

4.1. Duties for Steward

- a. Workers' Cabins
- b. Officers' Messroom
- c. Officers' Pantry Messroom
- d. Duty Messroom
- e. Crew Messroom and Pantry
- f. Officers' Laundry
- g. Laundering of soiled linen and towels
- h. Officers' Pantry (Accommodation)
- i. Hospital and Treatment Room
- j. Officer Cabins
- k. Library
- l. Officers' Lounge

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 12 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	--

4.2. Duties for the Cook

- a. Galley Bulkheads and Deckheads
- b. Galley Equipment
- c. Galley Deck
- d. Galley Fridges and Freezers
- e. Galley Lockers, Cupboards Shelves
- f. Maintenance and Monitoring of Utensils & Knives
- g. Dry Storeroom
- h. Main Fridges and Freezers
- i. Food Lift
- j. Waste Bins Galley
- k. Galley Cleaning Lockers


Frequency of cleaning is determined by the Master.

5. GALLEY CLEANING AND FOOD SAFETY MANAGEMENT

The benefits of effective cleaning and disinfecting/sanitising in the galley, messrooms and storerooms includes:

- a. Reduction in risk of food spoilage or food poisoning
- b. Removing materials that harbour pests and insect infestations and removes the build-up of dirt and grease.
- c. Reduces the risk of physical contamination of food.
- d. Helps prompt the discovery of pest infestations.
- e. Reduces the risk of accidents to crew.
- f. Improves workplace efficiency by reducing damage to equipment and reducing future potential maintenance costs.
- g. It allows disinfection of specific equipment and surfaces.
- h. It maintains a pleasant and safe working environment.
- i. It complies with Food Safety law and MLC 2006 as amended.

Regular cleaning is to be undertaken in all areas of the ship. This is implemented by shipboard management who will ensure frequency and consistency is maintained; the Master will also identify condition at all times. All Officers and Crew have a responsibility to keep their work and living environment clean, tidy and in good repair.

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 13 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	--

Cleanliness, repair of equipment, repair of soft furnishings and cleaning of general accommodation areas is a continuous process that will be maintained to a high standard.

All areas of shipboard accommodation are to be kept in a clean and tidy.

5.1. Storage and use of Chemicals

All chemicals needed for use in the Galley and Accommodation cleaning are to be properly stored and kept separate from food preparation areas.

Catering staff will read the instructions before using any chemical. When using chemicals, correct personal protective equipment (PPE) will be worn.

There will be appropriate chemical safety data sheets available.

5.2. Messroom Cleaning

Messrooms are to be maintained to high levels of cleanliness at all times with regular cleaning undertaken by the crew member responsible.


5.2.1. After Meal Service

- a. Hot Bain Marie units, where fitted, will be cleaned.
- b. Toasters and work tops will be cleaned after breakfast – Daily.
- c. Garbage Bins are to be emptied and cleaned at the end of each day.
- d. Decks will be swept and mopped (Crew and Duty Mess), vacuum cleaned (Officers Mess).
- e. Sinks and sink filters cleaned – Weekly.
- f. Refrigerators are to be cleaned once a week, de-frost frozen section as required. When cleaning, pay particular attention to fridge door seals.

5.2.2. As Required

- a. Cupboard and drawer units emptied and washed out.
- b. Port Boxes washed out.
- c. Deckheads, bulkheads, door frames, doors and deck edgings.
- d. Dusting.
- e. Tables and chairs washed down.

Any defective furniture or repairs needed are to be reported as soon as possible to the Chief Engineer by the person responsible for cleaning.

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 14 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	---	--

5.3. Deck Cleaning

Galley decks are to be given a sweep up before washing down commences. Buckets of water will be used to soak brushes in.

Water can be gently poured from the bucket on to the deck at low level to enable scrubbing to begin.

The Galley deck will be scrubbed down each day with a proprietary detergent and then rinsed.

Galley decks are to be cleaned by scrubbing down with a bass broom (stiff bristle head), particular attention is to be paid to edges and corners.

Scupper channel plates will be lifted and the actual channels and plates scrubbed through as well.

Cooks are to make a final check after completing galley deck cleaning to ensure no food debris has gathered in corners or behind and underneath equipment.

5.4. Two Compartment Sink Method for Cleaning


This method is used in the Main Galley and is to be used if the dish washing machine is broken down or you are cleaning large pots and pans from the Galley.

Dirty crockery, glassware and cutlery will be cleaned via the dishwasher. Always wear appropriate personal protective equipment.

- a. Sinks are to be cleaned and sanitised before use.
- b. Fill sink 1 with hot water and appropriate dosage of detergent.
- c. Rinse and scrape before washing utensils/pans/crockery
- d. Wash item using scrubbing pad or cloth until all food residue and grease has been removed.
- e. Fill sink 2 with hot water, rinse cleaned piece of equipment/utensil. Place on side and allow item to air dry.

5.5. Storage of Galley Equipment (Pots, Pans, Utensils, Containers)

Equipment can become contaminated when not in use and in storage. All equipment is to be stored off the deck. Under no circumstances are items of equipment used in food preparation to be left on the deck.

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 15.1 Page : 15 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	--

Working utensils are to be stowed so that the handles are facing the same way. This will prevent the Cook from grabbing the utensil at the end which comes into contact with the food.

Pots and Pans when cleaned are to be left on shelves upside down; this enables the equipment to dry effectively and also reduces the risk of physical contamination.

5.6. Dish Washing Machines

These machines are to be used when cleaning galley utensils, crockery, and cutlery. It is important we use these machines for cleaning Catering equipment as they reach the required temperatures to ensure sanitation. 82°C or higher at final rinse.

Prior to loading the machine, plates and crockery are to be scrapped of all food debris. Pre-rinse the utensils and crockery before placing into dishwasher. When stacking the machine do not double up plates as the water will not penetrate, do not overload the racks with excessive weight. When the cleaning cycle is complete open the door slowly to dissipate any steam, and allow the contents to air dry before removing. Items of cleaned equipment will also be very hot so wait for the equipment to cool down before removing from machine.

Certain machines installed on ships do not drain down and refill after the wash/rinse cycle, so follow the manufacturer's guidelines for emptying and refilling. It is however recommended to empty the machine and refill with fresh water after each meal service is completed.

Failure to regularly change the water will result in ineffective washing/rinsing due to the detergents and rinse aids becoming too diluted; the water will also be dirty.

5.7. Main Galley Ventilation Uptake Filters


These are to be cleaned and degreased a minimum of once a month. Where there is intensive use and build up, then the frequency is to be increased accordingly.

Filters are to be cleaned before the grease builds up or can either drip onto food or food preparation surfaces or obstruct the air flow to present a potential fire risk.

Filters are to be checked when cleaned to ensure that they are intact and not 'breaking own', the result being less effective and even allowing particles to contaminate food. A record of cleaning is to be maintained by the Cook.

This cleaning is normally undertaken with the assistance of deck or engine room staff and use of jet wash equipment on the outside deck.

5.8. Oven and Refrigeration Door Seals

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">15.1 ACCOMMODATION AND RECREATIONAL SPACES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 15.1 Page : 16 of 16 Date : 6-Aug-25 Rev : 10.0 Appr : DPA</p>
---	--	--

These are to be checked regularly and cleaned weekly by the Cook, as they attract food debris very quickly. If damaged or in need of repair/replacement the Chief Engineer is to be advised as soon as possible as this affects the performance of the unit.

Refrigeration door seals in particular can attract and gather food debris; a toothbrush is an ideal piece of equipment to get into the seal crevices effectively, use detergent or sanitiser.