SANITATION PROCEDURE

Cleaning, Disinfection and Descaling of SANITOBI Mobile Washbasins

Working document for inclusion in GHP/GMP documentation

Establishment / site name	.....
Washbasin model	NRx
Person responsible	.....
Implementation / approval date	.....

IMPORTANT — This document is a template for a hygiene procedure. It does not replace the operating instructions for the specific SANITOBI model, pump or water heater, product labels and safety data sheets, or the requirements of the competent food-safety authority.

1. Purpose and Scope

The purpose of this procedure is to maintain the hygiene of the mobile washbasin and reduce the risk of water contamination, microbial growth and limescale build-up. It covers the clean-water tank, internal pipes and hoses, pump, water heater (if fitted), taps, washbasin bowl, work surfaces and wastewater tank.

This procedure must be adapted to the equipment model, how it is used, water quality, manufacturers' instructions and the type of business. In food-service settings, water of a quality appropriate to its intended use must be used.

2. Responsibilities and Frequency

A designated employee or the site owner is responsible for carrying out these tasks. The person performing them must be familiar with the washbasin manual, the labels of the products used, and the safe handling of clean water and wastewater.

Task	Recommended frequency
Cleaning the basin bowl, taps and surfaces	Daily and immediately after soiling
Emptying and cleaning the wastewater tank	Daily and whenever full
Replacing clean water	Daily or more often, depending on conditions of use
Cleaning the clean-water tank	Before each water change, in accordance with the SANITOBI and product instructions
Disinfection of pipes and pump	Before first use, after a prolonged period out of use, after contamination, and periodically according to the hygiene plan
Disinfection of the water heater	In accordance with the manufacturer's instructions and when justified
Checking for limescale deposits	Monthly; descale as needed
Checking pipes, connections and pump	Monthly and whenever an irregularity is noticed
Preparation after a prolonged period out of use	Before reuse

3. Safety Rules

- Disconnect the unit from the power supply before cleaning or maintenance.
- Do not run the pump dry or when the water level is below the minimum specified in the manual for the relevant model.
- Do not switch on the water heater unless you are certain that it is completely filled with water.

- Before draining the water heater, disconnect the power supply, allow the water to cool and follow the equipment manual.
- Use personal protective equipment in accordance with the product label and safety data sheet.
- Do not mix products. In particular, never combine acidic descalers with products containing hypochlorite or active chlorine.
- Do not use abrasive cleaners, solvents or fragranced products in the water system.
- Do not dismantle the pump, water heater or electrical components unless the manufacturer's instructions expressly allow it.

4. Cleaning and Disinfection of Internal Pipes and Hoses

PURA TANK may be considered for cleaning tanks and the water system, provided that its current label and the manual for the specific equipment permit this use. Product information states a dosage of 50 ml per 16 litres of water; confirm these details on the label of the exact product variant before use.

1. Disconnect the unit from the power supply and empty the clean-water tank.
2. Remove visible dirt from the tank using tools and materials that will not scratch its surfaces.
3. Prepare the solution in accordance with the current product label. Do not exceed the stated dosage.
4. Pour the solution into the tank. Before operating the pump, make sure that the pump and pipes are properly filled with liquid.
5. Open each water outlet in turn so that the solution flows through the pipes covered by this procedure.
6. Include the hot-water pipes and water heater in this procedure only if the water-heater manufacturer explicitly permits contact with the product concerned.
7. Leave the solution in place for the contact time specified in the product instructions.
8. Drain the system and rinse it with clean water in accordance with the product instructions. Repeat the rinse if the manufacturer requires it.
9. Fill the tank with fresh water and check the flow, odour and appearance of the water, and the tightness of connections.

CAUTION: Do not circulate the solution through the water heater unless its manufacturer has confirmed compatibility. A product suitable for a tank may not be suitable for heating elements, seals or other system materials.

5. Disinfection of the Water Pump and Water Heater

5.1. Water Pump

10. Disconnect the unit from the power supply and empty the tank in accordance with the instructions.
11. Check the pump, inlet filter (if fitted), suction hose and connections.
12. Disinfect by circulating a solution only if the product and method are approved by the pump manufacturer.
13. Do not immerse electrical parts or dismantle the pump unless the instructions expressly permit this.
14. After the required contact time, drain the system and rinse it thoroughly.
15. Fill the system with clean water and check the flow, watertightness and correct operation of the pump.

5.2. Water Heater

16. Switch off the water heater, disconnect it from the mains and allow the water to cool.
17. Do not open the water heater while it is hot or under pressure.
18. Consult the water-heater manual and use only products and methods approved by the manufacturer for disinfection.
19. Do not use sodium hypochlorite, citric acid or other acids inside the water heater unless material compatibility has been confirmed.
20. After treatment, rinse the water heater in accordance with its instructions.
21. Before restarting, make sure that the water heater is completely filled with water and that there are no leaks.

6. Descaling the Pump and Water Heater

A descaler intended for domestic appliances, such as CLEANFIX, may be considered for descaling the pump and water heater only after confirming that the specific product is compatible with the materials used in the particular pump and water heater and that their manufacturers permit this method. The fact that a product is intended for domestic appliances does not, by itself, establish compatibility with SANITOBI equipment.

6.1. Water Pump

22. Disconnect the power supply and drain the system.
23. Check the filter and remove any accessible mechanical debris in accordance with the instructions.
24. Prepare the product at the concentration specified by its manufacturer.
25. Descale only using a method approved by the pump manufacturer.
    Do not run the pump dry.
26. Do not exceed the recommended contact time.
27. Rinse the system thoroughly with clean water and check the flow and watertightness.

6.2. Water Heater

28. Disconnect the 230 V power supply and allow the water to cool.
29. Drain the water heater in accordance with its instructions.
30. Use CLEANFIX or another domestic-appliance descaler only if the water-heater manufacturer has confirmed that the product and method are compatible.
31. Follow the concentration, temperature and contact time specified in the manufacturers' instructions.
32. Rinse the water heater and pipes thoroughly.
33. Before switching the unit on, check for leaks and ensure that the water heater is completely filled with water.

DO NOT MIX PRODUCTS: Do not use a descaler at the same time as disinfectant tablets or solutions. After descaling, rinse the system thoroughly before beginning disinfection.

7. Maintaining Clean Water in the Tank

34. Fill the tank with fresh water from a safe source and of a quality suitable for its intended use.
35. Use clean containers and hoses for filling. Do not allow the hose end to touch dirty surfaces.
36. Do not leave water in the tank for long periods without checking it. Replace the water according to the schedule and conditions of use.
37. Before each water change, clean the tank in accordance with the SANITOBI instructions and the instructions for the product used.
38. JAVEL AQUA tablets may be used to disinfect the water if the specific product variant is intended for water disinfection for the intended application. Dose strictly in accordance with the label, taking the tank volume and required contact time into account.
39. Water-treatment tablets do not replace cleaning and disinfection of the tank and pipes.
40. Do not substitute JAVEL AQUA tablets with other JAVEL products intended for surfaces or sanitary facilities.
41. If the water's odour, colour or appearance changes, or contamination is suspected, do not use it for purposes requiring clean water. Empty the tank and clean and disinfect it.
42. After a prolonged period out of use, clean and disinfect the system before using it again.

WATER IN FOOD-SERVICE SETTINGS: The choice of water disinfectant must take account of the intended use of the water and the label of the specific product. Do not assume that every disinfectant is suitable for drinking water or for all food-service applications.

8. List of Cleaning, Disinfection and Descaling Products

Product	Application	Conditions of use
Yachticon PURA TANK	Cleaning water tanks and pipes	Use in accordance with the current label; confirm compatibility with the pump and water heater.
MICROPUR — suitable variant	Water preservation / disinfection within the scope stated for the specific variant	Check the dosage, contact time and intended use on the label; variants differ in their applications.
JAVEL AQUA — suitable variant	Disinfection of water in the tank; the product is described as effective against bacteria, viruses, algae, fungi and spores	Use only a variant intended for the application concerned and follow the label. It does not replace tank cleaning.
CLEANFIX — domestic-appliance descaler	Conditional descaling of the pump or water heater	Only after chemical compatibility with the specific components has been confirmed and the equipment manufacturer has approved its use.
Yachticon CLEAN A TANK	Removal of deposits / limescale within the scope specified by the manufacturer	Do not treat as a substitute for disinfection. Do not use in the pump or water heater unless compatibility has been confirmed.
Mild, pH-neutral detergent	Daily cleaning of the basin bowl, taps and surfaces	Use a soft cloth or sponge; avoid abrasive cleaners and solvents.

PRODUCT LIST: This is an illustrative list of products. Before using any product, check its current label, safety data sheet, intended uses, dosage, contact time and rinsing requirements. A trade name may be available in different variants or formulations; the information on the specific product packaging takes precedence.

9. Sanitation Procedure for GHP/GMP Documentation

The sequence below is a general workflow. Carry out only the steps relevant to the specific treatment and equipment; not every treatment requires disinfection of every component.

Preparation — Disconnect the power supply and prepare personal protective equipment, detergent and a product suitable for the component concerned.

Draining — Empty the clean-water tank and wastewater tank. Dispose of wastewater appropriately.

Surface cleaning — Wash the basin bowl, taps and work surfaces with detergent. Rinse; if necessary, disinfect using a product suitable for surfaces.

Water-system disinfection — Prepare the solution according to the label, circulate it through components approved for this treatment, observe the required contact time and rinse.

Inspection and restart — Fill the tank with fresh water and check the flow, watertightness and condition of the water. Switch on the water heater only after it has been filled.

Record-keeping — Record the date, person carrying out the work, model, product, dosage, contact time, tasks completed, inspection result and any comments.

10. Cleaning and Disinfection Log

Complete this log after carrying out the work. Entries must accurately reflect the tasks actually performed.

Date	Model	Person responsible	Product / dosage	Contact time	Scope / inspection result	Signature

11. Checklist Before Reuse

- ☐ The clean-water tank is clean and filled with fresh water.
- ☐ The product used was suitable for the component and was used in accordance with its label.
- ☐ The required contact time was observed.
- ☐ Rinsing was carried out in accordance with the product and equipment instructions.
- ☐ No abnormal odour or appearance of the water was detected.
- ☐ No leaks, damaged pipes or pump malfunctions were detected.
- ☐ The water heater is filled with water before the power supply is reconnected.
- ☐ The work has been recorded in the log.

12. Documents to Be Kept on Site

- The manual for the specific SANITOBI model and the manuals for the pump and water heater.
- Labels and safety data sheets for the products used.
- This procedure, approved by the person responsible.
- Cleaning and disinfection logs.
- Water-quality documentation, where required for the intended use.
- Records of inspections and repairs, if any have been carried out.

13. Final Notes

This document is a template for a hygiene procedure and must be adapted to the conditions of the specific establishment. It is not an official form and does not guarantee approval by the competent food-safety authority. Requirements should be confirmed with the relevant authority in light of the business activity and the way the washbasin is used.

Prepared by / person responsible:	Approved by:
Name, date and signature	Name, date and signature