

GREASE CONTROL DEVICE (GCD) CLEANING GUIDE

BEFORE YOU BEGIN:

- 1) Develop a strict maintenance schedule and adhere to it; twice weekly, weekly, every other week, monthly, **etc.** The best time for cleaning the GCD is just before starting up kitchen operations. This allows contents to cool and separate fully, and the grease to congeal for easier removal
- 2) Prepare your work area; remove debris, bottles to make clear access to GCD.
- 3) Place 2 or 3 bags/liners in the trash can, add absorbent material.
- 4) Ensure log form, pen, and all other tools and materials are on hand.

TOOLS & MATERIALS:

- 1) Proper hand tools and safety equipment to open GCD:
 - a. wrench,
 - b. screwdriver/pry bar
 - c. scraper
 - d. rubber gloves
 - e. safety glasses
- 2) Tools/materials for removing contents:
 - a. Log form for documentation, available at www.norfolk.gov/utilities/fog
 - b. 2 or 3 pails for GCD contents
 - c. 2 or 3 trash can liners (thick or heavy duty)
 - d. Absorbent material, i.e. floor dry, kitty litter, used paper towels, left over bread or rice, etc.
 - e. Sludge judge, clear plastic cup and tape measure/ruler for measurements
 - f. Scoop of some type for removal of grease, water, and solids
 - g. Scraper or putty knife
 - h. Clean paper towels or cloth rags

Procedure: Every effort should be made to avoid disturbance or mixing of GCD contents throughout the removal and cleaning process.

- 1) Remove lid carefully, without damaging gasket. Clean lid and set aside.
- 2) ***Measure** total depth and document on log. Divide this number by 4 and document on log as the 25% measurement (*these two numbers are constants and do not change, if they have already been documented on log, skip this step).
- 3) **Measure** grease layer thickness and document on log (Use sludge judge or plastic cup and ruler).
- 4) Remove grease layer by skimming and place in trash can.
- 5) Remove water by gently dipping until near the bottom and settled solids can be measured (place water in separate clean container).
- 6) **Measure** settled solids with same method as grease in step 3, document on log.
- 7) Remove settled solids and place in trash with grease. Remove baffle plates (where able), scrape clean all GCD surfaces including removed parts and gasket, scrapings go in trash.
- 8) Reassemble parts that were removed ensuring proper placement and orientation.
- 9) Gently pour water that was removed into inlet side of GCD, run sink cold water through GCD until it is at normal operating depth (trap depth measurement on log).
- 10) Inspect condition of gasket and place lid on GCD, tighten fasteners. Document on log if parts need attention (repair or replacement) and begin corrective action.
- 11) Add absorbent material to grease/solids in trash as necessary to make semi-solid, tie bag securely and deposit in solid waste receptacle.
- 12) On the log, add the grease and solids measurements and document the sum. If the sum exceeds the 25% measurement, the cleaning schedule will have to be adjusted to more frequently cleaning.