Before you clean and sanitize utensils/equipment in a 3-compartment sink, it is recommended that you clean and sanitize each sink and the drain boards.

Then follow these five steps:

1. **SOAK, SCRAPE OR RINSE ITEMS**  
   (If necessary.)

2. **CLEAN** Items in the first sink. Wash them in warm water and detergent. Replace the water when the suds are gone or the water is dirty.

3. **RINSE** Items in the second sink. Spray with water or dip them into water. Remove all traces of food and detergent. If dipping items, change rinse water when dirty or full of suds.

4. **SANITIZE** Items in the third sink. Read the label for time and temperature requirements for the sanitizer you are using. Use a test kit to check concentration.
   - Chlorine 50-100 ppm at 55°F to 75°F
   - Quaternary ammonia 150-400 ppm at 75°F
   - Iodine 12.5 to 25 mg/L
   - Acid sanitizer must be used according to label directions.

5. **AIR DRY ALL ITEMS**  
   Place items upside down to assist in draining. *Never use a towel to dry items.*

For more information and resources on food safety, see our list of [Food Code Fact Sheets](https://datcp.wi.gov) or the [Wisconsin Food Code](https://datcp.wi.gov).