



Example Cleaning Schedule

| NB: All electrical appliances MUST be unplugged from the mains BEFORE cleaning. | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| Cleaning task for week commencing _____ | Mon | Tue | Wed | Thu | Fri | Sat |
| Work surfaces: Clean using bacterial cleaner, hot water & a clean cloth. Scrape, wash, rinse, air dry. | | | | | | |
| Chopping boards: Clean using a clean cloth & sanitizer cleaner throughout the day. Wash using detergent & hot water at the end of the day. | | | | | | |
| Knives, trays and small equipment: To be cleansed using hot water & detergent. This will normally be done in the dishwasher. | | | | | | |
| Hand wash basins: Clean using bacterial cleaner, replenish soap & towels as necessary. Clean nail brush using bacterial cleaner | | | | | | |
| Sinks: Remove spillages in & out using sanitizer and hot water solution. | | | | | | |
| Floors: Sweep and then mop with a detergent & water solution. Air dry. | | | | | | |
| Ranges: Clean spillages immediately, deep clean by cleaning removable parts in sink & remainder with hot water & detergent. | | | | | | |
| Regen Equipment: Ensure it is cool before cleaning. Clean spillages daily. Weekly cleaning by removing containers using hot water & detergent or approved oven cleaner, clean inside of oven as per shelving/manufacturers recommendations - remember to use protective equipment if using oven cleaner. Air dry | | | | | | |
| Refrigerators (inc. doors) Clean inside & out using detergent and water, shelves to be wiped with clean cloth, bacterial solution & rinsed, spillages to be cleaned immediately. | | | | | | |
| Shelving: Checked for spillages, clean with detergent & appropriate cloth, lid and external surfaces cleansed with bactericide & appropriate clean cloth. Air dry. Wipe lids & the outside of storage containers using the same method. | | | | | | |
| Table legs: Clean cloth, hot water, sanitizer removing any dirt & grease. | | | | | | |
| Fryers: Empty of oil (ensure cool), clean with hot water & degreaser, empty & rinse. Dry thoroughly before replacing oil. | | | | | | |

Disclaimer: This is a sample document, No organisation or person involved in the creation of this publication accepts responsibility for any inaccuracies omissions or failure by the business to implement correctly, however caused.



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|--|--|--|--|--|--|--|--|--|--|
| Dishwasher: Remove filters empty & clean using hot water & detergent. Drain machine (if appropriate) & clean with hot water & detergent. Wash outside of equipment & allow to air dry. | | | | | | | | | |
| Storage containers: Clean inside & out when empty, use hot water & detergent with clean cloth. Ensure fully dry before filling. | | | | | | | | | |
| Walls: Check for smears and dirt & clean with clean cloth, detergent & hot water. Air dry. | | | | | | | | | |
| Slicer: Clean after each use, authorized personnel only as per training. | | | | | | | | | |
| Cloths: Wash daily using hot water & washing powder detergent (laundry used.) | | | | | | | | | |
| Internal bins: Clean daily, wash inside & out using scrubbing brush, sanitizer & hot water. Air dry. | | | | | | | | | |
| Delivery bay doors: Clean with power wash water & a drop of detergent. Rinse & air dry. | | | | | | | | | |
| Toilets and changing area: (To include toilets, hand wash basins pipe work and floors.) Clean using correct colour coded cloth & bacterial cleaner, replenish soap & towels as necessary. Clean nail brush using bacterial cleaner | | | | | | | | | |
| Checked by | | | | | | | | | |
| Comments: | | | | | | | | | |

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