

## CLEANING SCHEDULE EXAMPLE

Week Ending: \_\_\_\_\_

Item	Frequency of Cleaning			Safety Measures	Method of Cleaning	Chemicals Used (Dilution info)	Person Responsible
	After Use	Daily	Weekly				
<b>Food Contact Surfaces:</b>							
Worktops	X				Remove food debris.	<b>Detergent</b>	
Work Tables	X				Clean with hot water and detergent.		
Cutting Boards	X				Rinse with hot clean water.		
Sinks	X				Apply a Food Safe sanitizer.	Brand <b>Chlorine Sanitizer</b>	
					Leave to air dry.	Diluted 150ppm	
<b>Hand Contact Surfaces:</b>							
Faucets, door handles etc	X				As above.		
<b>Food Contact Equipment:</b>							
					<b>Use the 4 stages of cleaning.</b>		
Containers	X				Remove food debris.	<b>Detergent</b>	
Pots & pans	X				Clean with hot water and detergent in first sink.		
Knives	X				Rinse.		
Serving Utensils	X				Sanitize for the correct time.	Brand <b>Chlorine Sanitizer</b>	
					Leave to air dry.	Diluted 150ppm	
<b>Food Storage Equipment:</b>							
Coolers			X		Wash/wipe with hot water & detergent.		
Freezers			X		Sanitize hand contact surfaces such as	<b>Detergent</b>	
Display Cabinets			X		door handles.	Brand <b>Chlorine Sanitizer</b>	
						Diluted 150ppm	
<b>Slicing Equipment</b>							
Slicing Equipment		X		Turn off power supply & disconnect lead.	Scrape off food waste & rinse.	<b>Detergent</b>	
				Use blade guards & gloves	Take apart & wash thoroughly in hot water & detergent		
					Sanitize		
					Leave to air dry	Brand <b>Chlorine Sanitizer</b>	
						Diluted 150ppm	
<b>Trash Bins</b>							
Trash bins area		X			Clean with hot water and detergent		

**Manager: Check cleaning frequently and sign off if completed.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_