Cleaning Schedule - Kitchen

Fill in details of all items you clean

Item	Frequency of cleaning					Precautions e.g wear gloves or goggles	Method of cleaning : Clean & disinfect
	After use	Every Shift	Daily	Weekly	Other		
Work Surfaces	X						1. Remove any obvious food & dirt 2. Wash the surface with hot sopay water to remove an other grease or dirt. 3. Rinse with clean water. 4. Apply sanitizer. Make sure you leave it on for the contact time as recommended by the manufacturer.
Fridge handles			X				1. Apply sanitizer to the handle . Make sure you leave it on for the contact time as recommended by the manufacturers instructions
Fridge				X			1. Clean fridge when there is limited food stocks (Monday a.m) 2. Empty contents and move to another fridge. 3. Remove shelves and wash in hot soapy water. 4. Rinse in hot water. 5. Apply sanitizer. 6. Remove any obvious food with hot soapy water. 7. Spray with sanitizer and leave it on for the contact time recommened by the manufacturer
Sinks		X					1. Remove any obvious food & dirt 2.
Soap Dispensers			X				1. Apply sanitizer. Make sure you leave it on for the recommended contact time.
Chopping Boards	X						1. Remove any obvious food & dirt 2. Wash the surface with hot soapy water to remove an other grease or dirt. 3. Rinse with clean water. 4. Apply sanitizer. Make sure you leave it on for the contact time as recommended by the manufacturer.
Equipment e.g Knives etc	X						1. Remove any obvious food & dirt 2. Wash the surface with hot soapy water to remove an other grease or dirt. 3. Rinse with clean water. 4. Apply sanitizer. Make sure you leave it on for the contact time as recommended by the manufacturer.
Equipment with moving parts	X						1. Turn off machinery and if necessary disconnect from electricity supply. 2. Wash the surface with hot soapy water to remove an other grease or dirt. 3. Rinse with clean water. 4. Apply sanitizer. Make sure you leave it on for the contact time as recommended by the manufacturer.
Rubbish bins			X				1. Empty bin. 2. Wash with hot sopay water. 3. Wash lid with hot soapy water. Dry with a disposable cloth. 4. Apply sanitizer, make sure you leave on for the appropriate contact time.
Broom & mop handles			X				1. Apply sanitizer to the handle . Make sure you leave it on for the contact time recommended by the manufacturers instructions
Door handles, taps, swicthes & controls			X			See noteSee note	1. Apply sanitizer to the handle . Make sure you leave it on for the contact time recommended by the manufacturers instructions . **NOTE: To clean electrical switches apply sanitizer to disposable cloth and wipe switches. DO NOT SPRAY DIRECTLY ON TO ELECTRICAL SWITCHES**
Can opener			X				1. Clean in hot soapy water. 2. Dry with a disposable cloth. 3. Apply sanitizer. Make sure you leave it on for the recommended contact time.
Cloths (after high risk food prep)	X						1. Use disposable cloths for high risk food. 2. Dispose of immediately.
Cloths & Tea Towels			X				1. Place cloths and Tea Towels in plastic box marked WASHING. 2. Cloths &Tea Towels must be washed in a hot wash 90 degrees centigrade.
Apron after high risk food prep	X						1. Aprons must be changed after high risk food prep. 2. Place apron in WASHING box.