

DAILY CLEANING SCHEDULE

Task No.	Methods & Materials	Equipment	Special Precautions	Person responsible for cleaning	Checker's Initials

Management Check

Signed by Manager/ Owner _____ **Date** _____

WEEKLY CLEANING SCHEDULE

Task No.	Methods & Materials	Equipment	Special Precautions	Person responsible for cleaning	Checker's Initials

Management Check

Signed by Manager/ Owner _____ **Date** _____

MONTHLY CLEANING SCHEDULE

Task No.	Methods & Materials	Equipment	Special Precautions	Person responsible for cleaning	Checker's Initials

Management Check

Signed by Manager/ Owner _____ **Date** _____

**EXAMPLE PAGE FOR
DAILY CLEANING SCHEDULE**

Task No.	Methods & Materials	Equipment	Special Precautions	Person responsible for cleaning	Checker's Initials
1. Work surfaces (liable to come into contact with high risk foods)	1) Remove excess soiling 2) Wash with hot water and Mr Clean detergent (diluted – 2 capfuls per gallon of water) 3) Spray with Antibac disinfectant (no dilution required) 4) Wipe over with clean cloth or air dry as per manufacturer's instructions	1) Cleaning Cloth 2) Mr Clean detergent 3) Antibac disinfectant spray 4) Clean cloth	Rubber gloves to protect hands	Julie Smith	JS
2. Other surfaces	1) Remove excess soiling 2) Wash with hot water and Mr Clean detergent diluted 2 capfuls per gallon of hot water) 3) Leave to air dry	1) Cleaning cloth 2) Mr Clean detergent	Rubber gloves to protect hands	Julie Smith	JS
3. Cutting boards and knives (for high risk food)	1) Remove excess soil 2) Put through dishwasher with final rinse at 82°C to disinfect	1) Commercial dishwasher 2) Dishwasher chemicals (automatic dosing)	None	Fred Jones	FJ

Management Check

Signed by Manager/ Owner: JEFFREY SANDERSON

Date: 1ST April 2002

