

CLEANING SCHEDULE

Item to be Cleaned	Product	Method of use	Frequency	To be cleaned by:	Signed off as done by assigned staff member
Food preparation surfaces and chopping blocks	Cleansing and sanitizing powder/liquid	Prepare a hot solution (follow manufactures' instructions) moisten surface with solution and scrub, leave for a few moments for the solution to act. Wipe the surface with a clean moist cloth and allow to air dry.	After each use		
Fridges	Light duty	Using degreaser - Prepare a hot solution (follow manufacturers' instructions) using a clean cloth, cover with solution. Allow a few moments for solution to act before wiping over with clean fresh water.	Every 7 days Daily for spills		
Slicers Mixers Mincers Peelers	Cleansing and sanitizing powder/liquid	Prepare hot solution (follow manufactures' instructions) Place removable parts in solution and soak for 2 minutes. Brush or sponge all parts. Rinse with clean fresh water. Allow to air dry.	After each use		
Freezers	Light duty	Defrost first. Using degreaser - Prepare a hot solution (follow manufacturers' instructions) using a clean cloth, cover with solution. Allow a few moments for solution to act before wiping over with clean fresh water.	Monthly Daily for spills		
Deep fryers	Heavy duty degreaser	Drain off fat when cold. Fill with water then add degreaser (follow manufactures' instructions for use) Brush surrounds with solution. Empty; rinse with clean fresh water. Allow to air dry.	Every 7 days		
Toilets	Cleansing and sanitizing gel or liquid	Use sanitizer – Place sanitizer on and under the toilet seat, around the bowl and under the bowl rim. Allow to soak for at least 2 minutes. Brush or sponge all parts. Rinse with clean fresh water.	Daily or sooner if required		
Wash hand basins	Cleansing and sanitizing Liquid or powder	Moisten surface with solution and scrub, leave for a few moments for the solution to act. Wipe the surface with a clean moist cloth and allow to air dry.	Daily or sooner is required.		
Shelving	Heavy duty	Moisten surface with solution and scrub, leave for a few moments for the solution to act. Wipe the surface with a clean moist cloth and allow to air dry.	Every 7 days or daily for spills		
Windows	Approved window cleaner	Follow manufactures' instructions for best results	Every 2 weeks		
Ventilation Systems	Heavy duty	Using degreaser - Prepare a hot solution (follow manufactures' instructions) using a clean cloth, cover with solution. Allow a few moments for solution to act before wiping over with clean fresh water.	Every week		
Floors	Heavy duty	Using degreaser -Prepare a hot solution (follow manufactures' instructions) using a clean mop, cover approx 3 square meters. Allow a few moments for solution to act before mopping over with clean fresh water.	Daily		
Walls	Heavy duty	Using degreaser - Prepare a hot solution (follow manufactures' instructions) using a clean cloth, cover approx 3 square meters. Allow a few moments for solution to act before wiping over with clean fresh water.	Every month		
Ceilings	Heavy duty	Using degreaser - Prepare a hot solution (follow manufactures' instructions) using a clean cloth, cover approx 3 square meters. Allow a few moments for solution to act before wiping over with clean fresh water.	Every month		

Checked by: _____ Date: _____

Comments: _____
