

Area	When	Chemicals/Materials to be used	Method of cleaning	To be initialled by the person cleaning						
				Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Structure</b>										
Floors (under/behind equipment)	Daily	Floor cleaner (Dilution rate: ) Rubber gloves, plastic bucket, brush, scrubbing brush and mop	<ul style="list-style-type: none"> <li>· sweep floor with brush to remove loose debris</li> <li>· set up "wet floor signage"</li> <li>· wash floor with floor cleaner and scrubbing brush</li> <li>· focus on areas under and behind equipment</li> <li>· mop with clean water, leave to dry</li> </ul>							
Sinks	Daily	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, scourer,paper towel	<ul style="list-style-type: none"> <li>· wash sinks with detergent removing all food debris</li> <li>· focus around taps</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> </ul>							
Wash hand basin	Daily	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, scourer,paper towel	<ul style="list-style-type: none"> <li>· wash wash hand basin with detergent especially around taps</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> </ul>							
W.C.	Weekly	Toilet cleaner, gloves designated for toilet use only	<ul style="list-style-type: none"> <li>· Clean inside and outside pan and area surrounding toilet</li> </ul>							
Walls	Monthly	Detergent (Dilution rate: ) Rubber gloves, plastic bucket, scourer,paper towel	<ul style="list-style-type: none"> <li>· wash down wall with detergent solution</li> <li>· include areas behind equipment</li> <li>· rinse with fresh water</li> <li>· dry with clean towel</li> </ul>							
Doors	Monthly	Detergent (Dilution rate: ) Rubber gloves, plastic bucket, scourer,paper towel	<ul style="list-style-type: none"> <li>· wash down door with detergent solution</li> <li>· rinse with fresh water</li> <li>· dry with clean towel</li> </ul>							
Windows	Monthly	Detergent (Dilution rate: ) Rubber gloves, plastic bucket, scourer,paper towel	<ul style="list-style-type: none"> <li>· wash down windows with detergent solution</li> <li>· rinse with fresh water</li> <li>· dry with clean towel</li> </ul>							
<b>Fixtures/Fittings</b>										
Food Preparation surfaces	Daily	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, plastic bucket scourer,paper towel	<ul style="list-style-type: none"> <li>· dry wipe surface to remove debris</li> <li>· wash with detergent</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> </ul>							

Microwave	Daily	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, plastic bucket scourer,paper towel	<ul style="list-style-type: none"> <li>· dry wipe inside and outside of microwave to remove debris</li> <li>· wash with detergent,</li> <li>· focus on top inside of appliance</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> </ul>								
Bins	Daily	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, plastic bucket scourer,paper towel	<ul style="list-style-type: none"> <li>· Remove all waste to outdoor receptacle</li> <li>· wash bin and lid with detergent inside and out</li> <li>· leave to air dry</li> <li>· spray with sanitizer</li> </ul>								
Refrigerator	Weekly	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, plastic bucket scourer,paper towel	<ul style="list-style-type: none"> <li>· place all items into another fridge</li> <li>· wash with detergent</li> <li>· rinse and dry with paper towels</li> <li>· spary with sanitizer</li> </ul>								
All racks and shelving	Weekly	Detergent (Dilution rate: ) step ladder, rubber gloves, plastic bucket, scourer,paper towel,	<ul style="list-style-type: none"> <li>· wash down shelves and the underside of them with detergent</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> </ul>								
Cooking ranges	Weekly	<b>ONLY TRAINED STAFF MEMBERS TO CARRY OUT TASK</b> Degreaser, goggles, rubber gloves, plastic bucket, scourer	<ul style="list-style-type: none"> <li>· switch off appliance at wall</li> <li>· continue as per appliance instructions</li> </ul>								
Fryers	Weekly	<b>ONLY TRAINED STAFF MEMBERS TO CARRY OUT TASK</b> Degreaser, goggles, rubber gloves, plastic bucket, scourer	<ul style="list-style-type: none"> <li>· switch off appliance at wall</li> <li>· continue as per appliance instructions</li> <li>· See "Catering Information Sheet No 17" from Health and Safety Executive for further guidance</li> </ul>								
Oven	Monthly	<b>ONLY TRAINED STAFF MEMBERS TO CARRY OUT TASK</b> Oven cleaner, goggles, rubber gloves, plastic bucket, scourer	<ul style="list-style-type: none"> <li>· switch off appliance at wall</li> <li>· continue as per appliance instructions</li> </ul>								

Freezer	Monthly	Detergent (Dilution rate: ), rubber gloves, plastic bucket, scourer,paper towel	<ul style="list-style-type: none"> <li>· place all items into another freezer</li> <li>· switch off and allow to defrost</li> <li>· remove all water</li> <li>· wash with detergent</li> <li>· leave to dry</li> </ul>								
Extractor canopy	Monthly	Detergent (Dilution rate: ) step ladder, rubber gloves, plastic bucket, scourer,paper towel,	<ul style="list-style-type: none"> <li>· wash inside and outside of canopy with detergent</li> <li>· focus on canopy lip</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· replace filters as required</li> </ul>								
<b>Equipment</b>											
Chopping boards	after each use	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, plastic bucket scourer,paper towel	<ul style="list-style-type: none"> <li>· scrap chopping boards to remove all food debris</li> <li>· wash with detergent</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> </ul>								
Utensils (knives, tongs, plates, bowls)	after each use		<ul style="list-style-type: none"> <li>· place in dishwasher after use</li> </ul>								
Food slicer	after each use	<b>ONLY TRAINED STAFF MEMBERS TO CARRY OUT TASK</b> Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, scourer,paper towel	<ul style="list-style-type: none"> <li>· switch off appliance at wall</li> <li>· dismantle slicer as per instruction using blade carrier</li> <li>· wash with detergent</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> <li>· reassemble</li> </ul>								
Pots	after each use		<ul style="list-style-type: none"> <li>· place in dishwasher after use</li> </ul>								
Can opener	Daily	Detergent (Dilution rate: ) Sanitizing spray (Dilution rate: ) Rubber gloves, plastic bucket scourer,paper towel	<ul style="list-style-type: none"> <li>· wash with detergent</li> <li>· focus on area at back of the fixed blade</li> <li>· rinse with fresh water</li> <li>· dry with paper towels</li> <li>· spray with sanitizer</li> </ul>								