

## Designing a Cleaning Schedule

To ensure safe food is produced your food premises must be kept clean. Cleaning removes materials which allow the growth of harmful bacteria, attract pests and contaminate food.

A clean premises is a safer and more pleasant place in which to work. It demonstrates that you care about the food you are producing.

A cleaning schedule allows you to plan and carry out your cleaning effectively.

A cleaning schedule is simple to construct.

1. Firstly, make a list of all the things that require cleaning. This will include structural items like floors and walls, fixtures such as food preparation surfaces and equipment ranging from ovens and microwaves to chopping boards and utensils.
2. Then decide how often each item requires cleaning. Chopping boards will require cleaning after each use while freezer may only require cleaning on a monthly basis. This depends on how often an item is used. Cleaning on a regular basis is easier and less time consuming than leaving things till they become dirty.
3. Decide on the type of cleaning chemical you will need to use and any additional materials or equipment e.g. buckets, mops, scourers, paper towels.
4. Identify the risk involved with the cleaning chemicals you are using. These will normally be listed on the bottle. Provide suitable protective equipment for people using cleaning chemicals. Gloves must always be provided. Use of oven cleaners will usually require the wearing gloves, goggles and possibly a mask.
5. Decide on a cleaning method. Follow instructions on cleaning chemical bottles and in equipment instruction manuals. Use the correct dilution rates for cleaning chemicals e.g. floor cleaner may require 1 capful of chemical to 5 litres of water. Using more is wasteful and doesn't provide extra cleaning power. Don't mix chemicals together. If equipment needs to be dismantled so it can be cleaned properly ensure staff are trained to do this safely. These details should be included on your cleaning schedule to instruct staff members.
6. Decide who is responsible for cleaning. The cleaning schedule can be used to provide a record of when something was cleaned and who cleaned it. Managers/Supervisors should check that the cleaning is being carried out as per the cleaning schedule and is up to standard.
7. A sample cleaning schedule is available from our website for you to adapt to suit your own food operation.
  - [More guidance on the safe use of cleaning chemicals from the Health and Safety Executive](#)