Cleaning schedule

Fill in details of all the items you clean

Item	Frequency of cleaning					Precautions e.g. wear gloves or goggles	Method of cleaning
	After use	Every shift	Daily	Weekly	Other		
Work surface	x						*1. Remove any obvious food and dirt.* *2. Wash the surface with hot soapy water (diluted detergent) to remove grease and any other food and dirt.* *3. Rinse with clean water to remove the detergent and loosened food and dirt.* *4. Apply a disinfectant. Make sure it is left on for the minimum 'contact time'.* *5. Rinse with clean water to remove the disinfectant.* *6. Leave to dry naturally or use a clean disposable cloth.*

EXAMPLE

Fill in details of all the items you clean

Item	Frequency of cleaning					Precautions e.g. wear gloves or goggles	Method of cleaning
	After use	Every shift	Daily	Weekly	Other		