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 _____

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)	 Remove excess soiling Wash with hot water and Mr Clean detergent (diluted – 2 capfuls per gallon of water) Spray with Antibac disinfectant (no dilution required) Wipe over with clean cloth or air dry as per manufacturer's instructions 	 Cleaning Cloth Mr Clean detergent Antibac disinfectant spray Clean cloth 	Rubber gloves to protect hands	Julie Smith	JS
2. Other surfaces	 Remove excess soiling Wash wit hot water and Mr Clean detergent diluted 2 capfuls per gallon of hot water) Leave to air dry 	 Cleaning cloth Mr Clean detergent 	Rubber gloves to protect hands	Julie Smith	JS
3. Cutting boards and knives (for high risk food)	 Remove excess soil Put through dishwasher with final rinse at 82°C to disinfect 	 Commercial dishwasher Dishwasher chemicals (automatic dosing) 	None	Fred Jones	FJ

Management Check

Signed by Manager/ Owner: JEFFREY SANDERSON

Date: 1ST April 2002