

# CLEANING SCHEDULE



## FILL IN DETAILS OF ALL THE ITEMS YOU CLEAN

| Item         | Frequency of cleaning |             |       |        |       | Precautions<br>e.g. wear<br>gloves or<br>goggles | Method of cleaning  |
|--------------|-----------------------|-------------|-------|--------|-------|--|---|
|              | After use             | Every shift | Daily | Weekly | Other |  |   |
| Work surface | X                     |             |       |        |       | Wear gloves                                      | <ol style="list-style-type: none"> <li>1. Remove any obvious food and dirt.</li> <li>2. Wash the surface with hot soapy water (detergent diluted according to manufacturer's instructions) to remove grease and any other food and dirt.</li> <li>3. Rinse with clean water to remove the detergent and loosened food and dirt.</li> <li>4. Apply a disinfectant/sanitiser. Make sure you leave it on for the contact time recommended by the manufacturer.</li> <li>5. Rinse with clean water to remove the disinfectant/sanitiser.</li> <li>6. Leave to dry naturally or use a clean disposable cloth.</li> </ol> |
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