

# YOUR CLEANING SCHEDULE



**A cleaning schedule is a useful tool to help you effectively clean regularly in your business.**

## WHAT TO DO

You can use the cleaning schedule supplied in the diary to write down how and when you clean in your business.

Alternatively, you may already have a cleaning schedule. If so, you can continue to use it, but it is a good idea to review this safe method and compare with your schedule to make sure that it covers the right things.

It is important to write down how you do your cleaning, so you can show what you do. It is also useful for staff to be able to check how they should clean things, so you may wish to put your cleaning schedule on the wall.

SAFETY POINT	HOW DO YOU DO THIS?
<p>Walk through your premises and make a list of everything that needs cleaning. This will depend on what you do in your business.</p> <p>Some items should be cleaned more frequently than others and some should also be disinfected. You do not need to disinfect everything – concentrate on those items that will come into contact with food and frequently touched items such as door and appliance handles.</p> <p>You will also need to clean and then disinfect surfaces or items that have been touched by raw food, or leaks or spills from these.</p> <p>Some specialist equipment will have instructions on dismantling and cleaning which should be followed.</p> <p>See the next page of this safe method.</p>	<p>You may find it helpful to go through the following examples of items that need cleaning and disinfecting:</p> <p><b>Items that come into contact with food</b></p> <ul style="list-style-type: none"> <li>• Work surfaces and chopping boards</li> <li>• Equipment e.g. knives</li> <li>• Fridges and freezers</li> <li>• Equipment with moving parts e.g. food mixers, slicers, vacuum packing machines and processors</li> <li>• Sinks and soap dispensers</li> <li>• Re-usable cloths and work clothes</li> <li>• Ice machines</li> </ul> <p><b>Frequently touched items</b></p> <ul style="list-style-type: none"> <li>• Rubbish bins, broom and mop handles</li> <li>• Door handles, taps, switches, controls, cash registers and scales</li> <li>• Can openers, telephones, probe thermometers</li> </ul> <p><b>Other items</b></p> <ul style="list-style-type: none"> <li>• Floors, walls, ceilings</li> <li>• Storage areas</li> <li>• Waste areas and drains</li> <li>• Microwaves, ovens, dishwashers, hot-holding and display cabinets</li> <li>• Self-service and staff areas</li> </ul>
<p>For each item, or group of items, write down what you do on your cleaning schedule.</p>	<p>Include details on:</p> <ul style="list-style-type: none"> <li>• How you clean the item(s)</li> <li>• What chemicals you use and how to use them</li> <li>• What equipment you use</li> <li>• How often you clean the item(s)</li> </ul>
<p>Review your schedule regularly and check that all cleaning is being done properly.</p>	<p>Train staff on the cleaning schedule, so they know what they have to do, and when. Supervise cleaning.</p>



## EXAMPLE OF A 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					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. 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.</li> <li>6. Leave to dry naturally or use a clean disposable cloth.</li> </ol>
Fridge				X		Wear gloves	<ol style="list-style-type: none"> <li>1. Remove all food and store it in a cool place, ideally another fridge or cool box.</li> <li>2. Remove shelves and compartments from the fridge and wash them in hot soapy water and then disinfect. Allow to dry naturally or use a clean or disposable cloth.</li> <li>3. Wash and then disinfect all surfaces of fridge with hot soapy water and dry with a clean or disposable cloth.</li> <li>4. Replace shelves and compartments, and put the food back in the fridge.</li> <li>5. Clean the outside and door seals, and disinfect the handles.</li> </ol>

## CLEANING TERMS

### Detergent

A chemical (e.g. washing-up liquid) used to remove grease, dirt and food. Used for general cleaning.

### Disinfectant

A chemical which kills bacteria. Check that surfaces are clean of grease, dirt and food before you use a disinfectant.

### Sanitiser

A two-in-one product that acts as a detergent and a disinfectant. If you use a sanitiser, make sure you use it first to clean and remove grease, and then again to disinfect.

### BS EN standards

Disinfectants and sanitisers should meet either BS EN 13697 or BS EN 1276 standards.

### Dilution rate

Most cleaning chemicals are concentrated, so you need to add water to dilute them before they can be used. It is important to follow the manufacturer's instructions on how much water to use with the chemical. This is the 'dilution rate'. If you add too much or too little water, then the cleaning chemical might not work effectively.

### Contact time

This is how long a cleaning chemical needs to be left on the item you are cleaning. It is important to follow the manufacturer's instructions on contact time for the chemical to work effectively.