

## SAFE METHOD:

# YOUR CLEANING SCHEDULE



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

### WHAT TO DO

You can use the cleaning schedule supplied in the diary to write down how you clean in your business. This safe method should help you do this.

Alternatively, you may already have a cleaning schedule. If so, you can continue to use it, but it is a good idea to look at this safe method and review your schedule to make sure that it covers the same 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 be touched by food (especially if the food is unwrapped) and frequently touched items such as door handles.</p> <p>You will also need to disinfect surfaces or items that have been touched by raw meat, poultry, fish, eggs and unwashed vegetables. Or leaks or spills from these or their packaging.</p> <p>See the next page for information on cleaning terms.</p>	<p>You may find it helpful to go through the following examples:</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>• Re-usable cloths and work clothes</li><li>• Food display trays</li><li>• Equipment e.g. knives, serving tongs, soft ice-cream 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, cash registers, scales, switches and controls</li><li>• Telephones</li></ul> <p><b>Items that need cleaning</b></p> <ul style="list-style-type: none"><li>• Checkouts / cash registers</li><li>• Counter tops</li><li>• Shelving</li><li>• Floors, walls, ceilings</li><li>• Chilled and frozen storage and display equipment (which may need defrosting)</li><li>• Storage areas</li><li>• Waste areas and drains</li><li>• Staff areas including toilets</li><li>• Sinks and soap dispensers</li><li>• Equipment with moving parts e.g. coffee machines</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

Item	Frequency of cleaning					Safety precautions e.g. wear gloves or goggles	Method of cleaning
	After use	Daily	Weekly	Monthly	Other – specify		
Floors		X					<ol style="list-style-type: none"> <li>1. Sweep the floor, including under equipment, to remove any obvious dirt.</li> <li>2. Wash the floor thoroughly using a mop and bucket and hot soapy water (detergent diluted according to manufacturer's instructions).</li> </ol>
Chilled storage			X			Wear gloves	<ol style="list-style-type: none"> <li>1. Remove products.</li> <li>2. Clean surface using hot soapy water (detergent diluted according to manufacturer's instructions).</li> <li>3. Rinse with clean water.</li> <li>4. Dry with a clean cloth, ideally a disposable one.</li> <li>5. Put products back – put those with the closest 'use by' dates at the front.</li> </ol>
Dry goods shelving				X		Wear gloves	<ol style="list-style-type: none"> <li>1. Remove products.</li> <li>2. Clean surface using hot soapy water (detergent diluted according to manufacturer's instructions).</li> <li>3. Rinse with clean water.</li> <li>4. Dry with a clean cloth, ideally a disposable one.</li> <li>5. Put products back – put those with the closest 'best before' dates at the front.</li> </ol>
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>

## 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. Always follow the manufacturer's instructions.

### 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.