

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"> 1. Remove products. 2. Clean surfaces using hot soapy water or suitable cleaning product (e.g. sanitiser) diluted according to the manufacturer's instructions. 3. Wipe off with a clean, dry cloth (ideally a disposable one) or rinse. 4. Apply disinfectant (e.g. sanitiser) diluted according to the manufacturer's instructions and leave on for the required contact time. 5. Wipe off with a clean, dry cloth (ideally a disposable one) or rinse. Ensure the surface is dry before using again.



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