



# Food Safety Assessment CLEANING SCHEDULE

The purposes of this cleaning schedule is to assist food businesses in implementing a cleaning schedule to keep track of what must be cleaned and when.

As required by the Food Standards Code all food businesses must ensure that the food premises, fixtures, fittings and equipment, as well as those parts of vehicles used to transport food, are maintained to an acceptable standard of cleanliness.

This cleaning schedule is not an exhaustive list and may need to be further expanded to include all fixtures, fittings and equipment within your business.

## DEFINITIONS:

**Detergent:** Chemical, such as washing-up liquid, used to assist with the removal of grease, dirt and food from utensils or equipment. Detergents do not kill bacteria.

**Sanitise:** To apply heat or chemicals, or a combination of heat and chemicals, to kill food-poisoning bacteria or reduce the numbers of bacteria to a minimum level.

**Sanitiser:** A chemical used to reduce the numbers of bacteria on a work surface.

DAILY

ITEM	WHEN	CHEMICALS/MATERIALS TO BE USED	METHOD
<b>Floors</b>	<ul style="list-style-type: none"> <li>After spillages</li> <li>End of day</li> </ul>	Floor detergent, rubber gloves, mop bucket, mop, scrubbing brush and broom	<ul style="list-style-type: none"> <li>Sweep floor with broom to remove loose dirt and visible matter</li> <li>Wash floor with warm water, detergent and scrubbing brush</li> <li>Focus on areas under and behind equipment and coving</li> <li>Allow to air dry</li> </ul>
<b>Food preparation benches, sinks and hand wash basin</b>	<ul style="list-style-type: none"> <li>Start of day</li> <li>After spillages</li> <li>End of day</li> </ul>	Cleaning cloth, detergent, sanitiser, scourer, bucket, paper towel	<ul style="list-style-type: none"> <li>Remove all items from benches and sinks</li> <li>Scrape all food particles off benches</li> <li>Wash with hot water and detergent</li> <li>Rinse with clean water</li> <li>Dry with paper towel</li> <li>Spray all areas with sanitiser allowing adequate contact time. Rinse as indicated by chemical manufacturer.</li> </ul>
<b>Meat Slicer</b> Only to be cleaned by a trained staff member	<ul style="list-style-type: none"> <li>Start of day</li> <li>In between slicing cooked foods and raw foods</li> <li>After use</li> <li>End of each day</li> </ul>	Brush, cleaning cloth, detergent, sanitiser, bucket	<ul style="list-style-type: none"> <li>Turn off and unplug slicer from power point</li> <li>Dismantle machine and remove all food particles</li> <li>Wash with hot water and detergent</li> <li>Rinse with clean water</li> <li>Dry with paper towel</li> <li>Spray all areas with sanitiser allowing adequate contact time. Rinse with clean water if necessary and allow to air dry.</li> </ul>
<b>Stoves, ovens and other cooking equipment</b>	<ul style="list-style-type: none"> <li>End of each day</li> </ul>	Scourer, cleaning cloth, detergent	<ul style="list-style-type: none"> <li>Scrape all food particles from equipment</li> <li>Wash with hot water and detergent</li> <li>Allow to dry</li> </ul>
<b>Microwave</b>	<ul style="list-style-type: none"> <li>End of day</li> </ul>	Clean cloth, detergent	<ul style="list-style-type: none"> <li>Turn off and unplug microwave from power point</li> <li>Remove glass plate and wash plate with hot water and detergent</li> <li>Wash all surfaces including door, handle and inside microwave with hot water and detergent</li> <li>Air dry and replace glass plate</li> </ul>
<b>Utensils, chopping boards, cutlery and crockery</b>	<ul style="list-style-type: none"> <li>After each use</li> </ul>	Cleaning cloth, detergent, sanitiser or dishwasher	<ul style="list-style-type: none"> <li>Remove all food particles</li> <li>Wash with hot water and detergent</li> <li>Rinse with clean water</li> <li>Soak in warm water with sanitiser. Allow adequate contact time</li> <li>Rinse with clean water and air dry</li> </ul>
<b>Can opener</b>	<ul style="list-style-type: none"> <li>End of day</li> </ul>	Cleaning cloth, detergent, sanitiser	<ul style="list-style-type: none"> <li>Wash with hot water and detergent, focus on area at back of the fixed blade</li> <li>Rinse with clean water</li> <li>Soak in warm water with sanitiser. Allow adequate contact time</li> <li>Rinse with clean water if necessary and allow to air dry</li> </ul>
<b>Food processor, blenders and hand held electrical appliances</b>	<ul style="list-style-type: none"> <li>After each use</li> </ul>	Cleaning cloth, detergent, sanitiser or dishwasher	<ul style="list-style-type: none"> <li>Unplug equipment from power point</li> <li>Dismantle and remove all food particles</li> <li>Carefully wipe over electrical parts with hot water and detergent, dry and spray with sanitiser</li> <li>Wash removable parts with hot water and detergent</li> <li>Rinse with clean water</li> <li>Soak in warm water with sanitiser. Allow adequate contact time</li> <li>Rinse with clean water if necessary and air dry</li> </ul>
<b>Rubbish bins in food preparation areas</b>	<ul style="list-style-type: none"> <li>End of day</li> </ul>	Hand scraper, hose in bin wash area or cleaners sink, garbage bags, detergent	<ul style="list-style-type: none"> <li>Remove garbage bag from bin</li> <li>Scrape loose dirt and visible matter from bin into garbage bag. Tie bag and place in garbage bin.</li> <li>Wash bin with hot water and detergent, include inside and outside surfaces</li> <li>Allow to air dry and line with new garbage bag</li> </ul>



# Food Safety Assessment CLEANING SCHEDULE

## CLEANING TIPS

### Six steps for cleaning and sanitising food contact surfaces and equipment:

1. **Pre-clean** – scrape, wipe or sweep food scraps and rinse with water
2. **Wash** – use hot water and detergent to remove grease and dirt and soak, if needed
3. **Rinse** – rinse off any loose dirt or detergent foam
4. **Sanitise** – use a sanitiser to kill remaining germs
5. **Final rinse** – wash off sanitiser (read the instructions on the sanitiser container to see if you need this)
6. **Dry** – allow to air dry.

## BLEACH TIPS

If using **bleach** to sanitise:

- Make up your bleach and water solution every 24 hours because the chemical breaks down and becomes ineffective
- To sanitise using domestic bleach add 2.5ml (½ teaspoon of bleach) to 1 litre of water
- To sanitise using commercial bleach 1ml of bleach to 1 litre of water.

WEEKLY

ITEM	WHEN	CHEMICALS/MATERIALS TO BE USED	METHOD
<b>Refrigerator/ Coolroom including door seals and fan covers</b>	<ul style="list-style-type: none"> <li>• Weekly</li> <li>• After spills</li> </ul>	Cleaning cloth, scraper/scourer, brush, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove food from unit</li> <li>• Clean/scrape dirt and visible matter into bin</li> <li>• Clean rubber seals with brush, hot water and detergent</li> <li>• Wash shelves and all interior surfaces with hot water and detergent</li> <li>• If necessary, apply sanitiser</li> <li>• Allow to dry before replacing food</li> </ul>
<b>Shelving</b>	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	Cleaning cloth, brush, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove dust and loose dirt and visible matter with cleaning cloth</li> <li>• Wash with hot water and detergent</li> <li>• Allow to dry</li> </ul>
<b>Exhaust canopy and filters</b>	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	Cleaning cloth, scraper, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove loose dirt and visible matter with cleaning cloth and scraper</li> <li>• Wash with hot water and detergent</li> <li>• Allow to air dry before replacing filters</li> </ul>
<b>External Rubbish Bins</b>	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	Scraper, brush, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove loose dirt and visible matter with scraper</li> <li>• Wash with hot water and detergent in bin wash area</li> <li>• Allow to dry</li> </ul>
<b>Rear Yard</b>	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	Broom, brush, detergent, bucket, garbage bag	<ul style="list-style-type: none"> <li>• Move bins and sweep area. Place any rubbish and dirt into garbage bag.</li> <li>• Clean bin wash area with hot water and detergent.</li> </ul>
<b>Food Transport Vehicle</b>	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	Broom, brush, scraper, cleaning cloth, detergent and bucket	<ul style="list-style-type: none"> <li>• Remove loose dirt and visible matter with a cleaning cloth and scraper.</li> <li>• Wash with hot water and detergent.</li> <li>• Allow to air dry</li> </ul>

MONTHLY

<b>Freezer/Freezer Room</b>	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Cleaning cloth, scraper/scourer, brush, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove food from unit</li> <li>• Clean/scrape dirt and visible matter into bin</li> <li>• Clean rubber seals with brush, hot water and detergent</li> <li>• Wash shelves and all interior surfaces with hot water and detergent</li> <li>• Dry and replace food</li> </ul>
<b>Dry Storage Containers</b>	<ul style="list-style-type: none"> <li>• Monthly or before refilling containers</li> </ul>	Cleaning cloth, detergent, sanitiser, scourer, bucket, paper towel or dishwasher	<ul style="list-style-type: none"> <li>• Move food into a clean container</li> <li>• Clean/scrape all food particles and visible matter from container</li> <li>• Wash with hot water and detergent</li> <li>• Rinse with clean water</li> <li>• Soak in warm water with sanitiser. Allow adequate contact time</li> <li>• Rinse with clean water</li> <li>• Dry and replace food</li> </ul>
<b>Walls, ceiling, light fittings, fans, ceiling vents and air conditioner filters</b>	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Cleaning cloth, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove dust and loose dirt and visible matter with cleaning cloth</li> <li>• Wash with hot water and detergent</li> <li>• Allow to dry</li> </ul>
<b>Cupboards and dry store</b>	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	Cleaning cloth, detergent, bucket	<ul style="list-style-type: none"> <li>• Remove dust and loose dirt and visible matter with cleaning cloth</li> <li>• Wash with hot water and detergent</li> <li>• Allow to dry</li> </ul>

OTHER

<b>Grease trap and exhaust canopy (flue)</b>	As per service contract		Suitably qualified contractor to clean grease trap and exhaust canopy
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