

## Cleaning Schedules

An effective way of ensuring your food business maintains a high standard of cleanliness is to develop a cleaning schedule. A cleaning schedule is an easy and effective way to ensure all areas of the food business are regularly cleaned and where necessary sanitised. It is a checklist that identifies the areas, utensils, equipment etc. that need to be cleaned in order to meet the 'clean and sanitary' requirements of the standards.

A cleaning schedule is a set of instructions that

- What needs to be cleaned,
- How it is to be cleaned
- When it is to be cleaned;
- Who will do it

It is also recommended that at least once a week proprietors or managers walk around their food business checking for cleaning and compare this against your cleaning schedule. This will allow you to make adjustments to your cleaning schedule for areas that might have been forgotten and will ensure that all employees are fulfilling their duties.

### How to Develop a Cleaning Schedule

The easiest way to develop a cleaning schedule is to begin at the back of your business and write down every piece of equipment, items and area that needs to be cleaned as you walk towards the front. This must include all areas such as the walls, floors, ceiling; all equipment, fittings and fixtures, ensure to include both internal and external areas also.

Once you have a list of everything that requires cleaning you will need to

- Describe the cleaning method (including what chemicals /detergents and equipment are to be used)
- Regularity of the cleaning and
- Who is responsible for the cleaning.

### Recommended Cleaning Frequencies

#### After each use or meal preparation period

- all utensils, crockery, cutlery, pots and pans
- equipment such as mixers, food processors and cutting boards/blocks
- food preparation benches, sinks, customer tables

#### At least daily

- equipment such as microwaves, coffee machines, microwave ovens, stove tops, bain-marie
- floors and walkways
- refrigerator door seals, exterior and handles
- all staff/patron toilets, change rooms
- waste areas

### Weekly

- floors/walls beneath and behind all appliances
- shelving, cupboards
- flyscreens
- interior cool room and refrigerators, freezers
- dry storage areas, including outside of all ingredient containers
- ovens
- rubbish bins

### Monthly

- light fittings, fans
- exhaust canopies
- pest control checks

### Three monthly

- arrange for grease trap to be cleaned
- exhaust servicing
- professional pest control

### **An example of a Cleaning Procedure**

<b>Job Number: 1</b>	<b>How to clean: Bain-marie</b>
Notes: <ul style="list-style-type: none"> <li>▪ Chemicals are kept in storage shed.</li> <li>▪ See Jeff for key.</li> <li>▪ Use protective eyewear when mixing sanitiser.</li> <li>▪ Eyewear kept under sink.</li> </ul>	<ol style="list-style-type: none"> <li>1. Drain water from unit</li> <li>2. Remove and throw out food, etc. from trays</li> <li>3. Remove detachable trays and grids</li> <li>4. Rinse in warm water</li> <li>5. Wash in warm water with detergent, use brush and scourer as needed. Soak if needed.</li> <li>6. Rinse in clean water.</li> <li>7. Soak detachable trays and grids in sanitiser solution. Apply sanitiser solution to inside of bain-marie.</li> <li>8. Allow to air dry</li> </ol>
How often:	Every day after use
Products used:	Scraper, brush, scourers, detergent, sanitiser.
Who will clean:	Kitchen hand Dave Jones

### **An example of a Cleaning Schedule**

<b>Premises name:</b>		<b>Week commencing:</b>						
Equipment or Item	Tick when job completed in accordance with the corresponding cleaning procedure sheet and initial.							
	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Required Frequency
1. Bain-Marie	DJ✓	DJ✓	DJ✓	DJ✓	DJ✓	DJ✓		Daily
2. Work Bench	DJ✓	DJ✓	DJ✓	DJ✓	DJ✓	DJ✓		Daily
3. Floors	AP✓	AP✓	AP✓	AP✓	AP✓	AP✓		Daily
4. Ceiling			AP✓					Weekly