

Sample Cleaning Schedule

Equipment:	Process:	Frequency:	Products used:	Who
<p>Work benches, storage shelves and counters.</p> <p>Including the underneath side of shelves</p>	<ul style="list-style-type: none"> Remove dry soil. Wash with hot water and detergent (ensure correct concentration and contact time – refer to manufacturers instructions). Rinse with clean water. Apply sanitiser (ensure correct concentration and contact time – refer to manufacturers instructions). Rinse with clean water or air dry (depends on type of sanitiser used). 	Start and end of each day.	Scraper, brush, clean cloths, detergent and sanitiser.	
<p>Slicers, mixers etc</p> <p>Including: meatslicers underneath motor on milkskake mixers bench mounted can openers underneath motor on dough mixers Cappucino machines- nozzles splash area top of nozzle</p>	<ul style="list-style-type: none"> Remove dry soil. Dismantle machine, <i>remove all detachable pieces.</i> Remove dry soil. Rinse with warm water. Apply detergent to machine and wash, soak detachable pieces. Rinse with clean water. Apply sanitiser to machine and soak detachable pieces. Rinse with clean water or air dry. 	After use.	Scraper, brush, clean cloths, detergent and sanitiser.	
<p>Oven, grill, bain-marie, food warmer</p>	<ul style="list-style-type: none"> Remove dry soil. Remove all detachable pieces. Wash with hot water and detergent, soak detachable pieces. Rinse with clean water. Apply sanitiser and soak detachable pieces. Rinse with clean water or air dry. 	After use.	Scraper, brush, clean cloths, detergent and sanitiser.	

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Refrigerated displays and counters. Including rubber door seals, backs of door handles sliding door tracks	<ul style="list-style-type: none"> • Remove dry soil. • Rinse with warm water. • Apply detergent and wash. • Rinse with clean water. • Apply sanitiser. • Rinse with clean water or air dry. 	End of each day and after spillages	Scraper, brush, clean cloths, detergent and sanitiser.	
Utensils, cutting boards and other cooking equipment. Including all surfaces of microwave units, pie warmer rotisserie food warmers bain marie	<ul style="list-style-type: none"> • Remove dry soil. • Rinse with warm water. • Apply detergent (soaking) and wash. • Rinse with clean water. • Apply sanitiser. • Air dry. 	After usage and in between usage.	Brush, clean cloths, detergent and sanitiser.	
Cleaning equipment.	<ul style="list-style-type: none"> • Remove dry soil. • Rinse with warm water. • Apply detergent (soaking) and wash. • Rinse with clean water. • Apply sanitiser. • Air dry. 	After usage.	Clean cloths, brush, detergent and sanitiser.	
Floors	<ul style="list-style-type: none"> • Remove dry soil with broom. • Rinse with warm water. • Apply detergent and scrub with clean broom. • Rinse with clean water. 	End of each day and after spillages.	Broom, hose, bucket, detergent and sanitiser.	

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Waste containers	<ul style="list-style-type: none"> • Remove dry soil with broom. • Rinse with warm water. • Apply detergent and scrub with clean broom. • Rinse with clean water. • Apply sanitiser. • Rinse with clean water or air dry. 	End of each day.	Hose, brush, bucket, detergent and sanitiser.	
Refrigeration units, cool rooms, freezers & storage areas. Including: cleaning rubber door seals, backs of door handles	<p>Remove dry soil. Rinse with warm water. Apply detergent and wash. Rinse with clean water. Apply sanitiser. Rinse with clean water or air dry.</p>	Weekly and after spillages.	Clean cloths, brush, detergent and sanitiser.	
Check for dust/dirt around refrigerator condenser motor	Remove dust/dirt	Once or twice a year (depending on location).	Vacuum cleaner	
Garbage area	<p>Remove dry soil. Rinse with warm water. Apply detergent and wash. Rinse with clean water. Apply sanitiser or disinfectant Rinse with clean water or air dry.</p>	After collection.	Broom, brush, bucket, detergent and sanitiser.	
Walls, cupboards, light fittings.	<p>Remove dry soil. Rinse with warm water. Apply detergent and wash. Rinse with clean water.</p>	Monthly or as necessary	Clean cloths, brush and detergent .	

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Windows	Remove fly screens and dry soil. Rinse with warm water. Apply detergent and wash. Rinse with clean water.	Monthly	Clean cloths, brush, bucket, detergent and window cleaner.	
Canopy hood, fan, filters and condensate gutter Check flue	Remove dry soil. Rinse with warm water. Apply detergent or and wash. Rinse with clean water. As above	Monthly. Once or twice yearly depending on use	Clean cloths, brush, detergent and sanitiser.	
Front Doors including door handles	Rinse with warm water. Apply detergent and wash. Rinse with clean water.	Monthly or as necessary	Clean cloths, brush, detergent and sanitiser	
Toilets, hand washing facilities, staffrooms	Wash with detergent and water. Rinse with clean water. Disinfect toilet	Daily	Clean cloths, brush, detergent and sanitiser	
Grease Traps	Organize contractor to regularly to empty grease trap	3 Monthly		
Telephones and cash registers	Apply detergent and wash. Dry with soft cloth.	Monthly or as necessary	Clean cloths and detergent.	