

Section 5: Cleaning schedules

What this section aims to do

- To allow the catering facilities at Post to produce a cleaning schedule that is specific to the premises and current working practices.

What you need to do

You need to document the following:

- A schedule to list the cleaning tasks and how they should be carried out (**Form 5.1**); and
- A checklist to use to record the satisfactory completion of the cleaning tasks (**Form 5.2**).

For each food room there should be one copy of the record sheet **Form 5.1** and at least one (the kitchen will certainly need more than one) entitled **Cleaning Schedule – equipment (Form 2)**.

Then, for each food room the following work must be undertaken:

- The name of the room is to be entered in the space provided at the top of both sheets.
- Then, using the form entitled **Cleaning schedule – structure**, the frequency that the floor has to be cleaned is to be entered in the second column **Frequency**.
- The details of how the floor is to be cleaned, including the cleaning agents and any equipment to be used, are to be specified in the column headed **Method/Chemicals**. Safety precautions must be highlighted in the column headed **Health and Safety**.
- The final column entitled **Who** relates to the name of the person or position of that person that is to carry out the cleaning.
- This process is then repeated for all structural items; i.e. walls, ceiling, windows, doors, lighting and ventilation as listed.
- The sheet entitled **Cleaning schedule - equipment** is then completed. In each room every piece of equipment is to be listed in the left hand column headed **equipment**.
- For each piece of equipment the frequency, the details of the cleaning and who has to do must be entered.
- Once the cleaning schedule is completed it is essential that it is then given to the people who have to use it. Photocopy the finished document and provide all the relevant people with a copy of the document.
- The Head Chef should sign the schedule at the end of the week to confirm that the cleaning has been completed to a satisfactory standard.

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Forms

Form number	Form title
5.1	Cleaning schedule - structure
5.2	Cleaning schedule - equipment

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Form 5.2: Cleaning schedule - equipment

Item to be cleaned	Frequency	Method/chemicals	PPE to be worn	Who completes
Week commencing				
Signed off				