

Weekly cleaning programme

Your premises name here

Week ending:

Item to be cleaned	Cleaning product	Cleaning method	Frequency and person responsible	Completed <i>(Tick off as required)</i>
Floors	Floor degreaser in hot water.	Bucket and mop. Sweep where necessary first.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Kitchen walls	Combined cleanser/sanitiser.	Spray and wipe over with cloth rinsed in hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Preparation benches	Hot water and detergent. Antibacterial kitchen sanitiser or combined cleanser/sanitiser.	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Food display units	As per preparation benches.	As per preparation benches.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Frying area	Hot water and detergent. Antibacterial kitchen sanitiser or clear meths or combined cleanser/sanitiser.	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Cutting boards	Hot water and detergent. Bleach.	Scrub down with brush, hot water and detergent. Soak in diluted solution of bleach. Rinse off and stand to dry.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Item to be cleaned	Cleaning product	Cleaning method	Frequency and person responsible	Completed (Tick off as required)
Bacon slicer	Hot water and detergent. Antibacterial kitchen sanitiser or clear meths.	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water to remove residue.	After use, between raw and cooked food and end of day.	Monday Tuesday Wednesday Thursday Friday Saturday
Cooler and fridges	Hot water and detergent. Antibacterial sanitiser.	Wash down with water and detergent and sanitise with antibacterial spray. Wipe off with clean towel	Monthly or as required.	
Walls and ceilings (non-prep areas)	Cleanser or combined cleanser/sanitiser.	Spray and wipe over with cloth rinsed in hot water	Monthly or as required.	
Shelves and cupboards	As above.	As above	As above	
Dry goods store	Vacuum and as above	As above	As above	
Yard area	Hot water and degreaser on paved surfaces	Sweep and wash down. Do not wash to stormwater.	As required	
Refuse bins	Hot water and detergent. Bleach.	Scrub down with brush, hot water and detergent. Soak in diluted solution of bleach. Rinse off and stand to dry	As required	

Note: Add other duties as required. Above is a guide only. Substitute your own cleaning materials as required.

Temperature checks

Date measured	Appliance	Temperature recorded	Acceptable range
	Coolroom		1°C - 4°C
	Small chest freezer		-18°C - -22°C
	Large freezer		-18°C - -22°C
	Vertical freezer		-18°C - -22°C
	Servery refrigerator		1°C - 4°C
	Pie warmer		60°C +

Note: Add equipment such as bain marie as required.

Signed: _____