

CLEANING SCHEDULE CHARTS

INDEX:

- **Advantages of a cleaning schedule**
- **Who makes up the cleaning schedule**
- **Schedules should Include**
- **Recommended Cleaning Frequencies**
- **Cleaning Schedule Charts and Examples**
 - EXAMPLE ONE
 - EXAMPLE TWO

Every premises where food is sold, should have a cleaning schedule to make sure all equipment and areas are cleaned and checked regularly.

CLEANING SCHEDULES

Every premises where food is sold, should have a cleaning schedule to make sure all equipment and areas are cleaned and checked regularly.

Advantages of a cleaning schedule

- Everything is cleaned regularly
- If someone is away, you know exactly what has to be done by someone else
- If something goes wrong you know who is responsible
- It means cleaning is organised.

Who makes up the cleaning schedule

- Managers and Supervisors – with staff input
- It is very important that it is kept updated as staff members leave or change job.

Schedules should include:

1. **Item to be cleaned** – Make a list of all the areas and pieces of equipment that need to be cleaned. This basically means everything inside and outside your premises. Whilst that sounds daunting some things can obviously be grouped together to make the list shorter.
2. **Product name** – Next to each item listed to be cleaned, identify the exact cleaning product to be used. For some items several products may be required *e.g. cleaners and sanitisers*. All products must be listed & it helps to keep them in the order they will be used.
3. **Cleaning method** – Describe how the product is to be used *e.g. straight or diluted, and how the person carrying out the task must use it e.g. wipe with cloth, spray & leave, scrub then sanitise*.
4. **Cleaning frequency** – State how often cleaning must be carried out *e.g. daily, after each use, between raw & cooked foods, monthly or as required*.
5. **Person responsible** – State the name of the staff member assigned to carry out this task. In some cases the title of the job holder can be used instead.
6. **Completed** – Leave a field free for the responsible person to sign off as & when they complete the actual task. This is not required on master copies but is essential for working documents.

Recommend Cleaning Frequency

1. DAILY – or more often as required.

- **Utensils** – machine wash; store clean and dry.
- **Dishwashing Machine** – clean interior
- **Appliances** – wash and scrub parts in contact with food. Wipe down rest.
- **Work Benches** – scrub surface. Wipe down frame. Sanitise
- **Basin and sinks** – wash down and wipe wall surrounds and frames.
- **Floor** – Sweep to remove droppings and mop with detergent and disinfectant.
- **Refuse** – remove all refuse bins/bags from preparation and servery area. Wipe wall surrounds. Wash and sanitise rubbish containers
- **Toilets** – wipe around. (Disinfect).
- **Mop heads** – wash in hot soapy water, sanitise, hang to dry.
- **Rags, brushes dishcloths** - wash in hot soapy water

All foodstuffs returned to store or refrigerator – prepared foods covered.

2. WEEKLY

- **Walls and Ceiling** – Remove obvious dirt, wipe down where necessary.
- **Shelves, ledges** – brush down and wipe over
- **Ventilation** – clean filters. Wipe down canopy.
- **Equipment** – remove unused or unwanted appliances and articles.
- **Refrigerators** – clean down racks. Wipe all surfaces. Defrost if necessary.
- **Refuse** – disinfect bins.
- **Cupboards** – remove contents – wipe surfaces
- **Dry Goods Store** – tidy up. Check for vermin.
- **Change Room** – clean walls, mop floor.
- **Yard** – wash down and tidy.
- **Lights** – brush fittings – clean tubes.

3. EVERY 4–6 WEEKS

- **Ventilation** – clean fans
- **Freezers** – defrost.

Cleaning Schedules

Included with this document are two "Cleaning Schedule Tables" for your use. We recommend you use one or the other.

Both schedules are available from the Environmental Services Unit at the Waimakariri District Council

The following 'Cleaning Schedule' example may help you with making up a cleaning schedule, which fits your work place.

Example One

CLEANING SCHEDULE

Item to be cleaned	Product Name	Cleaning method	Cleaning frequency	Person responsible	Date completed	√
<i>Food prep benches</i>	<i>Demal</i>	<i>½ cup Demal to ½ cup of hot water. Wipe with cloth and sanitise</i>	<i>Daily as you go</i>	<i>Joe</i>	<i>29 / 08 / 2007</i>	√

IF YOU NEED HELP TO GET STARTED

Remember that chemical companies have experienced travellers who can advise on products to suit your particular application.

You may also wish to contact the Waimakariri District Council's Environmental Health Officers if you need advice or assistance.

WEEKLY CLEANING SCHEDULE

For the Week Ending / /

Location

Item to Clean	Cleaning Product	Method	Frequency & Responsibility	Completed! <i>(tick off when done)</i>
Floors <i>(scrub in corners and around fittings)</i>	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Kitchen Walls <i>(behind sinks, preparation and cooking areas)</i>	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Prep Benches	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Food Display Units	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Cooking and Frying units	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Cutting Boards	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Microwave	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday
Kitchen Refuse Bins	Frequency: DAILY Person responsible: 	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday <input type="radio"/> Sunday

Weekly Cleaning schedule continued...

Item to Clean	Cleaning Product	Method	Frequency & Responsibility	Date and Time Completed!
Ceilings & Walls <i>(Non-Prep Areas)</i>	Frequency: WEEKLY Person responsible:	
Chillers & Fridges <i>(List the individual Units)</i>	1..... 2..... 3..... 4..... 5.....	1..... 2..... 3..... 4..... 5.....	Frequency: WEEKLY Person responsible:	1..... 2..... 3..... 4..... 5.....
Under Equipment <i>(eg Cookers and refrigerated units)</i>	Frequency: WEEKLY Person responsible:	
Shelves and Cupboards	Frequency: WEEKLY Person responsible:	
Dry Goods Store	Frequency: WEEKLY Person responsible:	
Yard Area	Frequency: WEEKLY Person responsible:	
Ventilation hood & Filters	Frequency: WEEKLY Person responsible:	
Light Fittings	Frequency: WEEKLY Person responsible:	
Dish Washer	Frequency: WEEKLY Person responsible:	
Staff Changing Room	Frequency: WEEKLY Person responsible:	
Toilets	Frequency: WEEKLY Person responsible:	
Freezers	Frequency: MONTHLY Person responsible:	

WEEKLY CLEANING SCHEDULE

Example Two

For the Week Ending / /

Location

Item to Clean	Product Name	Method	Frequency	Person Responsible	Time & Day Completed	Check
.....	Frequency:	Responsibility of:	Time::..... Day:	Tick this box when task is complete <input type="checkbox"/>
.....	Frequency:	Responsibility of:	Time::..... Day:	Tick this box when task is complete <input type="checkbox"/>
.....	Frequency:	Responsibility of:	Time::..... Day:	Tick this box when task is complete <input type="checkbox"/>
.....	Frequency:	Responsibility of:	Time::..... Day:	Tick this box when task is complete <input type="checkbox"/>
.....	Frequency:	Responsibility of:	Time::..... Day:	Tick this box when task is complete <input type="checkbox"/>