**Example Cleaning Schedule** (this is based on the SFBB template, the schedule should be amended as necessary to suit your premises and equipment and the chemicals that you use)

| **Item** | **Frequency** | | | | | **Precautions**  **e.g., wear gloves**  **or goggles** | **Method of cleaning** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| After use | Every shift | Daily | Weekly | other |
| Work surface | √ |  |  |  |  | Wear gloves | * Remove any obvious food and dirt. * Wash the surface with hot soapy water (detergent diluted according to manufacturer’s instructions) to remove grease and any other food and dirt. * Rinse with clean water to remove the detergent and loosened food and dirt. * Apply a disinfectant. Make sure you leave it on for the contact time recommended by the manufacturer. * Rinse with clean water to remove the disinfectant. * Leave to dry naturally or use a clean disposable cloth/paper. |
| Fridge and freezer cabinet doors |  |  | √ |  |  | Wear gloves | * Clean door handles and hand contact surfaces with sanitiser every day. * Use BLUE disposable cloth/paper. |
| Sinks:  hand basin  veg prep  pot wash |  | √ |  |  |  | Wear gloves | * All sinks to be cleaned and sanitised daily. * Veg prep sink cleaned and sanitised after each use. * BLUE disposable cloth/paper |
| Cooking hobs |  | √ |  |  |  | Wear gloves | * Remove away any debris from hobs and clean with hot soapy water if required. * BLUE disposable cloth/paper. |
| Dish-washer |  | √ |  |  |  | Wear gloves | * Empty out and remove any debris. * Remove spray arms if possible and curtains if fitted and clean separately * Rinse out with clean water. * Clean jets, clean all around the inside of the door and the rinse arms. * Refill for next shift. * BLUE disposable cloth. |
| Fridges |  |  |  | √ |  | Wear gloves | * Switch off and remove food to another fridge taking care to avoid contamination. * Take out shelves, wash with hot soapy water. * Wash all surfaces inside fridge including the door. * Check the seals are clean and in good repair. * Sanitise all surfaces, switch back on. * When correct temp is reached refill with foods. * BLUE disposable cloth. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| After use | Every shift | Daily | Weekly | other |
| Extractor fan |  |  |  | √ |  | Wear gloves to remove. Use the stepladder to reach and follow the risk assessment | * Remove the grills and clean as directed in the manufacturer’s instruction sheet. * BLUE disposable cloth. |
| Kitchen Floor |  |  | √ |  |  | Wear gloves and non-slip shoes | * At the end of the day and as necessary * Sweep floor as necessary with blue brush before mopping. * Use BLUE mop and bucket. * Hot water and floor cleaning solution. * Ensure correct amount of product is used. * Mop the whole of the floor ensuring the edges are clean too. |
| Washroom, toilet, hand basin and floor |  |  | √ |  |  | Wear gloves | * At the end of the day: USE RED EQUIPMENT * Clean toilet and use toilet duck. * Clean hand wash basin with sanitiser in washroom. * Clean floor using RED mop and bucket. |
| Dry store |  |  |  | √ |  |  | * Tidy shelves. * Wash and dry any dirty areas( BLUE disposable cloths, soapy water) * Check dates - place newest stock to rear / older stock to front. * Sweep floor BLUE brush and dustpan. |
| Freezers |  |  |  |  | √ |  | * Twice monthly check freezers for cleanliness and build up of frost. * Place any food into another freezer. * Switch off and defrost. * Clean out with hot soapy water. * Dry with kitchen paper roll. * Switch on, when back to temp. refill. Clean outside as daily. * BLUE disposable cloths. |
| Ovens |  |  |  |  | √ | Wear gloves and goggles.  Follow the instructions on the cleaning fluid CAREFULLY if corrosive chemicals used | * Minimum monthly clean oven inside with oven cleaner and green scrubber pads * More frequent cleaning may be necessary |