**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 basinveg preppot 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.
 |

| **Item** | **Frequency** | **Precautions****e.g., wear gloves****or goggles** | **Method of cleaning** |
| --- | --- | --- | --- |
| 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
 |