**Cleaning schedule: example 1**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items & areas to be cleaned** | **Frequency of cleaning** | | | | **Precautions**  **(e.g. use PPE, use wet floor sign)** | **Method of cleaning  (including dilution of any chemicals)** | **Record of cleaning  (sheet signed by person responsible)** | | | | |
| **After use** | **Daily** | **Weekly** | **Monthly** | **MON** | **TUES** | **WED** | **THUR** | **FRI** |
| **Food equipment** | **✓** |  |  |  |  | scrape and rinse to remove food, wash in dishwasher, put away |  |  |  |  |  |
| **Food preparation areas** | **✓** | **✓** |  |  |  | * use **green cloth** + hot soapy water + sanitiser * clean at start and end of each day and immediately after use |  |  |  |  |  |
| **Dining tables** | **✓** | **✓** |  |  |  | use **green cloth** + hot soapy water + sanitiser |  |  |  |  |  |
| **Tea towels & cloths** |  | **✓** |  |  |  | put on hot wash, dry in dryer |  |  |  |  |  |
| **High chairs** | **✓** |  |  |  |  | use **green cloth** + hot soapy water + sanitiser |  |  |  |  |  |
| **Rubbish bin** |  |  | **✓** |  |  | use **orange cloth** + hot soapy water + sanitiser |  |  |  |  |  |
| **Floors** |  | **✓** |  |  | use wet floor sign | use **green mop** + hot soapy water + floor cleaner |  |  |  |  |  |
| **Microwave** |  |  |  | **✓** |  | use **green cloth** + hot soapy water |  | | | | |
| **Oven** |  |  |  | **✓** | wear gloves | use **green cloth** + oven cleaner |  | | | | |
| **Refrigerator** |  |  |  | **✓** |  | use **green cloth** + hot soapy water |  | | | | |
| **Walls** | 3 monthly | | | |  | use yellow cloth + hot soapy water |  | | | | |
| **Ceiling** | yearly | | | |  | vacuum to remove dust then clean with hot soapy water |  | | | | |

**Cleaning schedule: template 1**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items & areas to be cleaned** | **Frequency of cleaning** | | | | **Precautions**  **(e.g. use PPE, use wet floor sign)** | **Method of cleaning  (including dilution of any chemicals)** | **Recording of cleaning  (sheet signed by person responsible)** | | | | |
| **After use** | **Daily** | **Weekly** | **Monthly** | **MON** | **TUES** | **WED** | **THUR** | **FRI** |
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