**Cleaning schedule: example 2**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items & areas to be cleaned** | **Frequency of cleaning** | **Method of cleaning  (including dilution of any chemicals)** | **Cleaning product** | **Disinfectant (switch to 0.1% bleach in an outbreak)** | **Person responsible** | **Date completed** | **Signature** |
| **Food equipment** | after use | * scrape and rinse to remove food * wash in dishwasher using dish tablets * put away | ‘Sparkle’ dish tablets |  | kitchen assistant |  |  |
| **Food preparation areas** | daily or after use | * use **green cloth** and cleaner to wipe down * spray on disinfectant and leave for 20 mins * wipe off | ‘Cleanex’ spray | ‘Sanitec’ disinfectant | kitchen assistant |  |  |
| **Dining tables** | daily or after use | * use **green cloth** and cleaner to wipe down * spray on disinfectant and leave for 20 mins * wipe off | ‘Cleanex’ spray | ‘Sanitec’ disinfectant | teachers as needed & kitchen assistant at end of meal |  |  |
| **Tea towels & cloths** | daily | * put on hot wash with laundry powder * dry in dryer | ‘Suds’ laundry powder |  | kitchen assistant |  |  |
| **High chairs** | after use | * use **green cloth** and cleaner to wipe down * spray on disinfectant and leave for 20 mins * wipe off | ‘Cleanex’ spray | ‘Sanitec’ disinfectant | teachers as needed & kitchen assistant at end of meal |  |  |
| **Rubbish bin** | weekly | * use **orange cloth** and cleaner to wipe down * spray on disinfectant and leave for 20 mins * wipe off | ‘Cleanex’ spray | ‘Sanitec’ disinfectant | cleaners |  |  |
| **Floors** | daily | * use **green mop** and hot water with floor cleaner | ‘Floorox’ floor cleaner |  | cleaners |  |  |
| **Microwave** | monthly | * use **green cloth** and hot soapy water to wipe down | hot soapy water |  | kitchen assistant |  |  |
| **Oven** | monthly | * use **green cloth** and oven cleaner | oven cleaner |  | kitchen assistant |  |  |
| **Refrigerator** | monthly | * use **green cloth** and hot soapy water to wipe down | hot soapy water |  | kitchen assistant |  |  |
| **Walls** | 3 monthly | * use **blue cloth** and hot soapy water to wipe down | hot soapy water |  | cleaners |  |  |
| **Ceiling** | yearly | * vacuum to remove dust * use **blue mop** and hot soapy water to wash down | hot soapy water |  | cleaners |  |  |

**Cleaning schedule: template 2**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Items & areas to be cleaned** | **Frequency of cleaning** | **Method of cleaning  (including dilution of any chemicals)** | **Cleaning product & equipment** | **Disinfectant (switch to 0.1% bleach in an outbreak)** | **Person responsible** | **Date completed** | **Signature** |
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