CLEANING SCHEDULE - CHECK LIST

Unit Name _____

Wk Commencing _____ **Wk Commencing** _____ **Wk Commencing** _____ **Wk Commencing** _____

Initial when complete

TASK	PRODUCT	FREQUENCY	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Food prep surfaces, chopping board	Est-eem	After Use																				
Can opener	Est-eem	After Use																				
Slicers	Est-eem	After Use																				
Mixers	Est-eem	After Use																				
Scales	Est-eem	After Use																				
Tables	Est-eem	After Use																				
Veg prep	Est-eem	After Use																				
Bain Marie / Service Counter	Est-eem	After Use																				
Hot cupboard / Trolley	Est-eem	After Use																				
Boilers / Steamers	Est-eem	After Use																				
Combi oven external surfaces	Est-eem	After Use																				
Combi Oven	Combi Oven Clnr	After Use																				
Floors / Drains	Lift	Daily																				
Storerooms / Surfaces	Est-eem	Daily																				
Hand wash basins / Toilets	Est-eem Everfresh	Daily																				
Waste disposal unit	Est-eem	Daily																				
Waste bins - internal	Est-eem	Daily																				
Milk and Vending machines	Est-eem	Daily																				
Sinks and Dishwashers	Est-eem	Daily																				
Large Equipment Surfaces	Est-eem	Daily																				
Tables, Chairs and Trolleys	Est-eem	Daily																				
Ovens, Grills and Griddles	Lift	Daily																				
Storerooms	Est-eem	Weekly																				
Cupboards, Shelves and Drawers	Est-eem	Weekly																				
Staff room / Office	Est-eem	Weekly																				
Cloths and Mops	One3Five	Daily																				
Fryers and Bratt Pans	Lift	Weekly																				
Knife Rack	Est-eem	Weekly																				
Fridges - internal	Est-eem	Weekly																				
Fridges and Freezers	Est-eem	Weekly																				
Bin Area Outside - if applicable	Est-eem	Weekly																				
			SUP					SUP					SUP					SUP				

Preparation utensils, chopping boards and can openers can be cleaned in sinks using Q'det

Dining charirs - remove chairs, remove crumbs / spills after meals using EC4 sanitiser

Sinks should not be used for disposal of mop water. Use nearest drainage point

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