



CLEANING SCHEDULE - CHECK LIST

Unit Name _____

Wk Commencing _____

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Wk Commencing _____

TASK	PRODUCT	FREQUENCY	Initial when complete					Initial when complete					Initial when complete					Initial when complete										
			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							

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

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

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