**Business Name**:……………………………………. **Week 1 Ending**: ………………………

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DAILY**:  \*includes sanitising | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| Floors |  |  |  |  |  |  |  |
| Walls near food  prep. area |  |  |  |  |  |  |  |
| Waste Bins |  |  |  |  |  |  |  |
| Bench Tops\* |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |
| Cooktops |  |  |  |  |  |  |  |
| Handbasins\* |  |  |  |  |  |  |  |
| Sinks\* |  |  |  |  |  |  |  |
| Door Handles - Coolroom |  |  |  |  |  |  |  |
| Bain Marie |  |  |  |  |  |  |  |
| Display Cabinet\* |  |  |  |  |  |  |  |
| Checked by: |  |  |  |  |  |  |  |
| **WEEKLY** | | | | | | | |
|  | Mon | Tues | Wed | Thurs | Fri |  | |
| Dry Goods Store | Staff Toilets | Exhaust Canopy | Coolroo m &  Fridges | Light Fittings |
| Checked by: |  |  |  |  |  |
| **MONTHLY** | | | | | | | |
| Grease Traps | | Checked by: | | | | | |
| **Check Regularly**: | Ceilings Shelving |  | Exterior Grease Drums | | |  | |

**Business Name**:……………………………………. **Week 2 Ending**: ………………………

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAILY**:  \*includes sanitising | **Mon** | **Tues** | | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| Floors |  |  | |  |  |  |  |  |
| Walls near food  prep. area |  |  | |  |  |  |  |  |
| Waste Bins |  |  | |  |  |  |  |  |
| Bench Tops\* |  |  | |  |  |  |  |  |
| Microwave |  |  | |  |  |  |  |  |
| Cooktops |  |  | |  |  |  |  |  |
| Handbasins\* |  |  | |  |  |  |  |  |
| Sinks\* |  |  | |  |  |  |  |  |
| Door Handles - Coolroom |  |  | |  |  |  |  |  |
| Bain Marie |  |  | |  |  |  |  |  |
| Display Cabinet\* |  |  | |  |  |  |  |  |
| Checked by: |  |  | |  |  |  |  |  |
| **WEEKLY** | | | | | | | | |
|  | Mon | Tues | | Wed | Thurs | Fri |  | |
| Dry  Goods Store | Staff Toilets | | Exhaust Canopy | Coolroom & Fridges | Light Fittings |
| Checked by: |  |  | |  |  |  |
| **MONTHLY** | | | | | | | | |
| Cupboards & Cabinets | | | Checked by: | | | | | |
| **Check Regularly**: | Ceilings Shelving | |  | Exterior Grease Drums | | |  | |

**Business Name**:……………………………………. **Week 3 Ending**: ………………………

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAILY**:  \*includes sanitising | **Mon** | **Tues** | | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| Floors |  |  | |  |  |  |  |  |
| Walls near food  prep. area |  |  | |  |  |  |  |  |
| Waste Bins |  |  | |  |  |  |  |  |
| Bench Tops\* |  |  | |  |  |  |  |  |
| Microwave |  |  | |  |  |  |  |  |
| Cooktops |  |  | |  |  |  |  |  |
| Handbasins\* |  |  | |  |  |  |  |  |
| Sinks\* |  |  | |  |  |  |  |  |
| Door Handles - Coolroom |  |  | |  |  |  |  |  |
| Bain Marie |  |  | |  |  |  |  |  |
| Display Cabinet\* |  |  | |  |  |  |  |  |
| Checked by: |  |  | |  |  |  |  |  |
| **WEEKLY** | | | | | | | | |
|  | Mon | Tues | | Wed | Thurs | Fri |  | |
| Dry  Goods Store | Staff Toilets | | Exhaust Canopy | Coolroom & Fridges | Light Fittings |
| Checked by: |  |  | |  |  |  |
| **MONTHLY** | | | | | | | | |
| Freezers | | | Checked by: | | | | | |
| **Check Regularly**: | Ceilings Shelving | |  | Exterior Grease Drums | | |  | |

**Business Name**:……………………………………. **Week 4 Ending**: ………………………

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAILY**:  \*includes sanitising | **Mon** | **Tues** | | **Wed** | **Thurs** | **Fri** | **Sat** | **Sun** |
| Floors |  |  | |  |  |  |  |  |
| Walls near food  prep. area |  |  | |  |  |  |  |  |
| Waste Bins |  |  | |  |  |  |  |  |
| Bench Tops\* |  |  | |  |  |  |  |  |
| Microwave |  |  | |  |  |  |  |  |
| Cooktops |  |  | |  |  |  |  |  |
| Handbasins\* |  |  | |  |  |  |  |  |
| Sinks\* |  |  | |  |  |  |  |  |
| Door Handles - Coolroom |  |  | |  |  |  |  |  |
| Bain Marie |  |  | |  |  |  |  |  |
| Display Cabinet\* |  |  | |  |  |  |  |  |
| Checked by: |  |  | |  |  |  |  |  |
| **WEEKLY** | | | | | | | | |
|  | Mon | Tues | | Wed | Thurs | Fri |  | |
| Dry  Goods Store | Staff Toilets | | Exhaust Canopy | Coolroom & Fridges | Light Fittings |
| Checked by: |  |  | |  |  |  |
| **MONTHLY** | | | | | | | | |
| Exhaust Canopy Filters | | | Checked by: | | | | | |
| **Check Regularly**: | Ceilings Shelving | |  | Exterior Grease Drums | | |  | |