# Weekly cleaning programme

Your premises name here

**Week ending:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item to be cleaned** | **Cleaning product** | **Cleaning method** | **Frequency and person responsible** | **Completed** *(Tick off as required)* |
| **Floors** | Floor degreaser in hot water. | Bucket and mop.Sweep where necessary first. | (Daily) | Monday Tuesday Wednesday Thursday Friday Saturday Sunday |
| **Kitchen walls** | Combined cleanser/sanitiser. | Spray and wipe over with cloth rinsed in hot water. | (Daily) | Monday Tuesday Wednesday Thursday Friday Saturday Sunday |
| **Preparation benches** | Hot water and detergent. Antibacterial kitchen sanitiseror combinedcleanser/sanitiser. | Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water. | (Daily) | Monday Tuesday Wednesday Thursday Friday Saturday Sunday |
| **Food display units** | As per preparation benches. | As per preparation benches. | (Daily) | Monday Tuesday Wednesday Thursday Friday Saturday Sunday |
| **Frying area** | Hot water and detergent. Antibacterial kitchen sanitiser or clear meths orcombined cleanser/sanitiser. | Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water. | (Daily) | Monday Tuesday Wednesday Thursday Friday Saturday Sunday |
| **Cutting boards** | Hot water and detergent. Bleach. | Scrub down with brush, hot water and detergent. Soak in diluted solution of bleach. Rinse off and stand to dry. | (Daily) | Monday Tuesday Wednesday Thursday Friday Saturday Sunday |

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| **Item to be cleaned** | **Cleaning product** | **Cleaning method** | **Frequency and person responsible** | **Completed** *(Tick off as required)* |
| **Bacon slicer** | Hot water and detergent. Antibacterial kitchen sanitiser or clear meths. | Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water to remove residue. | After use, between raw and cooked food and end of day. | Monday Tuesday Wednesday Thursday Friday Saturday |
| **Cooler and fridges** | Hot water and detergent. Antibacterial sanitiser. | Wash down with water and detergent and sanitise with antibacterial spray. Wipe off with clean towel | Monthly or as required. |  |
| **Walls and ceilings**(non-prep areas) | Cleanser or combinedcleanser/sanitiser. | Spray and wipe over with cloth rinsed in hot water | Monthly or as required. |  |
| **Shelves and cupboards** | As above. | As above | As above |  |
| **Dry goods store** | Vacuum and as above | As above | As above |  |
| **Yard area** | Hot water and degreaser on paved surfaces | Sweep and wash down.Do not wash to stormwater. | As required |  |
| **Refuse bins** | Hot water and detergent. Bleach. | Scrub down with brush, hot water and detergent. Soak in diluted solution of bleach. Rinse off and stand to dry | As required |  |

**Note:** Add other duties as required. Above is a guide only. Substitute your own cleaning materials as required.

# Temperature checks

|  |  |  |  |
| --- | --- | --- | --- |
| **Date measured** | **Appliance** | **Temperature recorded** | **Acceptable range** |
|  | Coolroom |  | 1C - 4C |
|  | Small chest freezer |  | -18C - -22C |
|  | Large freezer |  | -18C - -22C |
|  | Vertical freezer |  | -18C - -22C |
|  | Servery refrigerator |  | 1C - 4C |
|  | Pie warmer |  | 60C + |

**Note: Add equipment such as bain marie as required.**

Signed: