

Cleaning Schedule

A cleaning schedule is a useful tool to help you clean effectively. This example shows what may be included in a cleaning schedule in a hospitality setting.

Item	Frequency	Method of Cleaning
Work Surfaces	After use	<ol style="list-style-type: none"> 1. Remove products. 2. Clean surfaces using hot soapy water or suitable cleaning product (e.g. sanitiser) diluted according to the manufacturer's instructions. 3. Wipe off with a clean, dry cloth (ideally a disposable one) or rinse. 4. Apply disinfectant (e.g. sanitiser) diluted according to the manufacturer's instructions and leave on for the required contact time. 5. Wipe off with a clean, dry cloth (ideally a disposable one) or rinse. Ensure the surface is dry before using again.
Fridge	Weekly	<ol style="list-style-type: none"> 1. Remove all food and store it in a cool place, ideally another fridge or cool box. 2. Remove shelves and compartments from the fridge and wash them in hot soapy water and then disinfect. Allow to dry naturally or use a clean or disposable cloth. 3. Wash and then disinfect all surfaces of fridge with hot soapy water and dry with a clean or disposable cloth. 4. Replace shelves and compartments and put the food back in the fridge. 5. Wash and disinfect the outside including the handles and door seals.
Floors	Daily	<ol style="list-style-type: none"> 1. Sweep the floor, including under equipment, to remove any obvious dirt. 2. Clean the floor thoroughly using a mop and bucket and hot soapy water (detergent diluted according to manufacturer's instructions).
Dry goods shelving	Monthly	<ol style="list-style-type: none"> 1. Remove products. 2. Clean surfaces using hot soapy water or suitable cleaning product (e.g. sanitiser) diluted according to the manufacturer's instructions. 3. Wipe off with a clean, dry cloth (ideally a disposable one) or rinse. 4. Apply disinfectant (e.g. sanitiser) diluted according to the manufacturer's instructions and leave on for the required contact time. 5. Wipe off with a clean, dry cloth (ideally a disposable one) or rinse. 6. Once shelves are dry put food products back, putting those with the shortest 'use by' dates at the front.



Cleaning Schedule Template

Using the template, can you create your own cleaning schedule?

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