

## Effective Cleaning - Cleaning Schedules

A high standard of cleanliness and regular disinfection is essential to ensure that food is protected from physical and microbial contamination and to prevent the accumulation of material which would attract pests.

A cleaning schedule will help to ensure a good standard of cleanliness and will also help to maintain standards cost effectively through correct use of cleaning and disinfectant/bacterial agents.

A cleaning schedule is aimed at monitoring the effectiveness of routine cleaning and staff should still maintain the practice of 'cleaning as they go'. Cleaning schedules are a method of supporting this practice, not replacing it.

Any proposed cleaning schedule should be discussed with appropriate members of staff and then confirmed in written form so that staff can refer to as and when necessary.

The schedule will specify:-

1. What is to be cleaned - i.e. floors, walls, ceilings, doors, ventilation canopies, work surfaces (including sinks, taps and crockery drying racks), equipment (including chopping boards, refrigerators, mincers, pots), utensils and laundry (including drying up cloths and overalls).
2. When it is to be cleaned - i.e. monthly, weekly, daily, between shifts, after each use etc.
3. How it is to be cleaned - i.e. the chemicals (e.g. bactericidal detergent, disinfectant) and their dilutions, materials (e.g. scrubbing brush, scourer, dishcloth) and equipment to be used ( e.g. steam cleaner, floor cleaning machine) and how equipment is to be dismantled.
4. The precautions to be taken - i.e. disconnect equipment from its electrical supply, use cleaning materials according to manufacturer's instructions and wear protective equipment ( e.g. rubber gloves, overalls, eye protection).
5. Who is to clean it? - Either by name or position.
6. Who will be responsible for ensuring that cleaning tasks have been completed.
7. Where cleaning materials and protective equipment is stored and who to report to when stocks are running low.

You may find that your supplier of cleaning chemicals/ materials may be able to assist you in the provision of a card index system specifying procedures and precautions. Checklists can also be used to ensure the work has been carried out to the correct standard and proper frequency. They may also be essential in establishing a due diligence defence in the event of a complaint.

The following four pages give an **example** of how a cleaning schedule may be set out with a summary sheet and checklists for daily, weekly and monthly cleaning.

**Cleaning Schedule**

**Area to be cleaned .....**

Item(s) to be cleaned	
Frequency of cleaning	
Materials to be used and dilutions	
Method of cleaning	
Precautions which must be taken when cleaning	
Standard of cleanliness to be achieved	
Cleaning to be carried out by ?	
Check on cleaning to be carried out by ?	

**ITEMS REQUIRING MONTHLY CLEANING - CHECKLIST**

AREA ..... MONTH OF .....

AFTER CLEANING INITIAL 'CLEAN' BOX ----- AFTER CHECK ON CLEANING INITIAL 'CHECK' BOX

Item	When to be cleaned	WEEK 1		WEEK 2		WEEK 3		WEEK 4	
		Clean	Check	Clean	Check	Clean	Check	Clean	Check

PAGE .....

**ITEMS REQUIRING DAILY CLEANING - CHECKLIST**



AREA ..... WEEK COMMENCING .....

AFTER CLEANING INITIAL 'CLEAN' BOX ----- AFTER CHECK ON CLEANING INITIAL 'CHECK' BOX

Item	Which day ?	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
		Clean	Check	Clean	Check	Clean	Check	Clean	Check	Clean	Check	Clean	Check	Clean	Check