

Cleaning Schedule

EXAMPLE ONLY

Date: 2009 / 10

Item	Frequency of Cleaning					Precautions e.g. wear gloves or goggles	Method of Cleaning
	After Use	Every Shift	Daily	Weekly	Other		
Work surfaces	X					none	<ol style="list-style-type: none"> 1. Remove food & spills with Jcloth & Chemical 3. 2. Spray with Chemical 2, leave for correct contact time, & wipe with kitchen paper.
Handles, taps, switches etc			X			none	As above
Oven & Hob				Tuesday		Gloves & Goggles	<ol style="list-style-type: none"> 1. Allow oven to cool. 2. Remove shelves & leave to soak in a sink of hot soapy water using Chemical 3. Wash by hand & drain dry. 3. Spray the inside of the oven, using Chemical 4 & leave for 30 minutes. Wash shelving with a sponge scourer. 4. Wipe inside of oven with damp Jcloth to remove all the chemical. 5. Allow to dry. 6. Spray Hob with Chemical 1 & wipe with green scourer followed by a J cloth & hot soapy water using Chemical 3.
Fridge				Thursday		none	<ol style="list-style-type: none"> 1. Remove food & put in other fridge if possible. 2. Remove shelves & wash in sink with hot soapy water using Chemical 3 & clean Jcloth. 3. Spray inside & outside (incl handles & door seal) with Chemical 2 & leave for the correct contact time. 4. Wipe dry with kitchen paper. 5. Replace shelves & food. 6. Check temp is OK after 20 mins.
Extractor grills					4 Weeks	Gloves & Goggles	<ol style="list-style-type: none"> 1. Remove grills & place in dishwasher & put on hot wash over 2 cycles. 2. Wash extractor with hot soapy water using Chemical 3 & clean Jcloth. 3. Rinse / wipe with J cloth using fresh hot water. 4. Wipe with kitchen paper to buff up. 5. Replace grills when dry.