

Instructions on how to complete the cleaning schedule.

We have recreated the layout of the cleaning schedule found within the diary of your Safer Food, Better Business (SFBB) pack. You are able to download the file on to your work computer and complete the schedule in your own time. The schedule is password protected and will only allow you to complete the relevant sections.

When you have downloaded the file, you will need to enter the password to open it (found at the bottom of the example cleaning schedule left with you at your coaching visit) and you will see some grey boxes within the document, these are the areas that you complete.

How to complete the schedule;

1. Place the cursor over the grey box next to the date and type in the date.
2. Place the cursor on the grey box within the column titled Item, and type in the item that you are cleaning. If needed, there is help available, press F1 and a help box will appear.
3. Place the cursor over the grey box which reflects the frequency that the equipment is going to be cleaned (options are after use, end of shift and daily). Click on the grey boxes and a drop down box will appear, on selecting the box, there will be an option of inserting a cross or keeping the box empty. The help box will not appear whilst the option box is open, so double-click on the grey box, this will remove the option box and then allow you to press F1 and a help box will appear.
4. If the frequency is 'weekly' or 'other', place the cursor over the grey box in the relevant column and type in the correct frequency, press F1 and a help box will appear.
5. Place the cursor over the grey box in the column titled Precautions and type in any specific safety precautions that you wish the members of staff to follow whilst carrying out the cleaning.
6. Place the cursor over the grey box in the Method of Cleaning column and type in the method that needs to be followed for cleaning the item. We would recommend that you break the method down into numbered steps, and would put as much detail as required to ensure that a new member of staff could read the instruction and clean the equipment correctly.
7. Continue with the form until you have included all the items in your kitchen and food preparation areas.
8. If you require more than 4 pages, you will need to save the file and change the name e.g. put a 2 after the file name and then start at the beginning until you have finished.

9. Select File > Print, select number of pages you have completed and press print.
10. You can add to your cleaning schedule at any time if you find that you have missed any items.
11. More information is available on the *Cleaning Schedule Safe Method* within your pack.

We hope you find these instructions useful and find that the completed cleaning schedule helps to make your business run more smoothly.