

Guidelines for Cleaning Schedules

Purpose

It is vital that a food business maintains its premises and equipment to a standard of cleanliness where there is no accumulation of garbage, food waste, dirt, grease or other visible matter. The purpose of a cleaning schedule is to assist in ensuring that a premise is maintained to this level of cleanliness at all times and ensures that no item is forgotten.

Some items in a cleaning schedule will be required to be done more than once a day, for example benches. Other items can be done as infrequently as once a week or once a month, for example window screens. To make the implementation of cleaning schedules easier, they can be implemented into other documented work practices like opening and closing procedures.

What should be included in a cleaning schedule?

The following items need to be included in a cleaning schedule:

- The item that needs to be cleaned
- How often the item needs to be cleaned
- The procedure to be followed to ensure the item is well cleaned and sanitized
- What cleaning agent and the concentration of that cleaning agent that should be used in the cleaning and sanitizing of the item
- The person or the position that is responsible for doing the cleaning of that item
- A signature of the person who cleaned the item to create ownership of the cleaning. This usually ensures that an item is cleaned as stated

Example

Area/Item	Frequency	Procedure	Cleaning Agents	Person Responsible	Signature
Floors	Daily	Sweep then mop	Detergent	Jane	J. Brown

Example of Cleaning Job Sheet

What is to be cleaned	Bain-marie
How to clean:	(1) Drain water from unit, (2) remove and throw out food, etc from trays, (3) remove detachable trays and grids, (4) rinse in warm water, (5) wash in warm water with detergent, use brush and scourer as needed, (6) rinse with clean water, (7) apply sanitiser and soak detachable trays and grids, (8) allow to air dry.
How often:	Every day after use
Products used:	Scraper, brush, scourer, detergent, sanitiser
Who to clean:	Kitchen hand

Main Points – Cleaning Schedules

- Cleaning schedules help to ensure that items are cleaned regularly and maintained free of dirt, grease, food matter and other visible matter at all times.
- A cleaning schedule must incorporate - the item to be cleaned; frequency of item to be cleaned; procedure to follow when cleaning an item; cleaning agent to be used for cleaning; person responsible for cleaning and; signature of the