

Cleaning Record

Date Checked W/C:

Signature:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
As necessary							
e.g. Work surfaces							
Catering Equipment							
POS Equipment							
Daily							
e.g. Waste bins							
Counter							
Till							
Floor							
Uniforms							
Weekly							
Fridge 1, fridge 2...etc							
Shelving (broken down by section)							
Walls and Doors							
Annually							
Freezers							

A policy needs to be attached to this checklist, listing every piece of equipment, fixture and fitting - documenting the frequency that it should be cleaned, and the date if less frequent than weekly.