

Example of a Cleaning Schedule

Item	Frequency of Cleaning					Safety Precautions, e.g. wear gloves or goggles	Method of Cleaning
	After use	Daily	Weekly	Monthly	Other-specify		
Floors		X					<ol style="list-style-type: none"> 1. Sweep the floor, including under equipment, to remove any obvious dirt 2. Wash the floor thoroughly using a mop and bucket and hot soapy water (detergent diluted according to manufacturer's instructions).
Chilled Storage			X				<ol style="list-style-type: none"> 1. Remove products 2. Clean surface using hot soapy water 3. Rinse with clean water 4. Dry with a clean cloth, ideally a disposable one 5. Put products back – put those with the closest 'use by' dates at the front
Dry Goods Shelving				X			<ol style="list-style-type: none"> 1. Remove products 2. Clean surface using hot soapy water 3. Rinse with clean water 4. Dry with a clean cloth, ideally a disposable one 5. Put products back – put those with the closest 'best before' dates at the front
Work Surface	X						<ol style="list-style-type: none"> 1. Remove any obvious food and dirt 2. Wash the surface with hot soapy water to remove grease and any other food and dirt 3. Rinse with clean water to remove the detergent and loosen food and dirt 4. Apply a disinfectant 5. Rinse with clean water to remove disinfectant 6. Leave to dry naturally or use a clean disposable cloth