

Department of Environment & Neighbourhoods

Environmental Health

Health Protection

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Cleaning Schedule



What is a Cleaning Schedule ?

A thorough and effective cleaning and disinfection routine is essential in order to stop the build up of food residues and bacteria which may cause food poisoning.

The routine or cleaning schedule should be written down so that all members of staff are fully aware of the areas and items to be cleaned and how often they should be cleaned. It should also show what materials are to be used.

To help you produce a schedule for your business see the attached example (**appendix 1**) of a completed cleaning schedule, including a daily, weekly and monthly sheet.

There are also blank sheets attached which you can print or copy as required for your business. These include:-

1. A Daily Cleaning Schedule.
2. A Weekly Cleaning Schedule.
3. A Monthly Cleaning Schedule.

When you have set out your cleaning schedule, keep the sheets handy, for example on a notice board, so that your staff can easily refer to them and complete them. Your staff should sign to say they have completed the cleaning job. Make sure that you check that the jobs are being done by initialing the supervisor box.

Completed sheets should be kept for a minimum of 3 months.

The cleaning schedule should be used in along side your COSHH assessment, and should be available to staff all the time. Your cleaning schedule does not replace a COSHH assessment.

Definitions

Detergent :- A chemical that helps to dissolve grease and remove dirt eg washing up liquids.

Antibacterial / Disinfectant :- A Chemical that reduces germs to a safe level. They must be used after cleaning with detergent because they cannot remove grease and dirt.

Sanitizer :- A chemical that both cleans and disinfects.

If you require further advice contact your area Environmental Health office.

HYGIENE SCHEDULE

Daily Cleaning Tasks Week Ending: _____

Item/Area	Product	Signature							Supervisors Initials
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Floors	Detergent								
Work surfaces	Detergent then antibacterial or Sanitizer								
Sinks	Scourer								
Hot cupboard	Detergent or Sanitizer								
Griller	Oven Cleaner								
Display Units	Detergent or Sanitizer								
Waste Disposal Units	Detergent								
Dish cloths	Detergent or Sanitizer								
Microwave	Detergent or Sanitizer								

Example

HYGIENE SCHEDULE

Weekly Cleaning Tasks Week Ending: _____

Item/Area	Product	Signature	Date	Supervisors Initials
Oven	Oven cleaner			
Fridge	Detergent and antibacterial agent or sanitizer			
Bin store	Disinfectant			
Tea Urn	Detergent or sanitizer			
Food cupboards	Detergent or sanitizer			

HYGIENE SCHEDULE

Monthly Cleaning Tasks Week Ending: _____

Item/Area	Product	Signature	Date	Supervisors Initials
Walls	Liquid hard surface cleaner/Detergent			
Doors	Liquid hard surface cleaner/Detergent			
Paintwork	Liquid hard surface cleaner/Detergent			
Freezer	Detergent or sanitizer			

