



Food safety advice

CLEANING SCHEDULES

For cleaning to be effective it should be well planned. Cleaning schedules are a communication link between management and staff and can help to ensure that the necessary time and attention is given to cleaning tasks. Regular cleaning will reduce the build-up of dirt, grease and bacteria and will help to maintain equipment in good working order. A clean premises is a safe and pleasant working environment.

Remember: It is a legal requirement to maintain both premises and equipment in a clean condition. The attached cleaning schedule is an example that can be completed using the information below (To help, the sections below relate directly to the headings on the cleaning schedule).

Items to be Cleaned

The cleaning schedule should ensure that all food preparation areas and all items of equipment are included. It is good practice to walk through the food premises and identify each item and work out how often it needs to be cleaned depending on its use.

Frequency

As a general rule staff should be trained to 'clean as you go' to keep food debris down to a minimum throughout the working day. Use the following as a guide:

- **After Use** - Items in direct food contact e.g. boards, surfaces, slicers, mixers, knives, utensils, crockery and cutlery.
- **Daily** - Floors, splash backs, microwave ovens, touch points, sinks, wash-hand basins, bins.
- **Weekly** - Walls, refrigerators, dry stores and shelves, drains, ovens, grills, fryers, cooker hood/extraction, hot-cold display counters.
- **Monthly** - Light fittings, 'insectocutor' units, ceilings, and high wall areas.

Product/Materials to use

There are a wide range of products available, most of which will fall into one of these categories, each having a specific use:

- **Detergent e.g. washing-up liquid** - Removes grease, dirt and food particles. Useful for general cleaning and washing small equipment.
- **Disinfectant** - Reduces bacteria to a safe level. Maybe chemical e.g. bleach, or heat e.g. dishwasher or steam lances:
 - Chemical disinfectants are not usually suitable for areas in direct food contact due to taint, odour and toxicity. They can be used to reduce bacteria in sinks, drains, bins, floor gullies, etc.
 - Heat disinfection, e.g. dishwasher, useful for crockery, cutlery, cutting boards, utensils and other small equipment. They must operate a rinse cycle at 82° C to be effective.



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- **Sanitiser** –Antibacterial cleaner generally formulated for use in direct food contact areas. Easy to use (normally spray bottle), non-rinse, low taint and odour. (E.g. ‘Dettol.’)

- **Degreaser**

- Heavy duty chemical for greasy areas e.g. ovens, grills, fryers, floors, extraction systems, etc.

In addition to cleaning products, a supply of materials such as scourers, disposable cloths, brushes, mops etc. should be made available as required. These should be maintained in a clean condition and replaced as necessary. All products and materials should be stored away from food, preferably in a locked cupboard. Keep a note in your diary as a reminder to buy more cleaning products.

Method

Details of how to clean the item of equipment/area. If this section of the cleaning schedule is lengthy for a particular item, it may be necessary to refer staff to a separate ‘Job Card’ with more detailed instructions.

Protective Clothing/Equipment

(E.g. gloves, goggles, plastic aprons.) Refer to COSHH data sheet for each cleaning product and ensure that the necessary equipment is available.

To be Cleaned by

Tasks can be allocated to a specific member of staff by name or a grade of staff e.g. ‘Kitchen Porter’ or ‘Catering Assistant’.

Checked

As a communication between management and staff, a member of management should check that cleaning has been carried out to the required standard. Completed cleaning schedules should be retained on site as a record of cleaning.

- Provide Concise Instructions
- Detail Safety Precautions e.g. “disconnect electricity supply”
- Describe in detail how to dismantle equipment
- Set Specific instructions, e.g. “pay attention to wall/floor junction”
- Detail chemical dilution rates and ‘contact times’ (how long it needs to be applied for).



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EXAMPLE CLEANING SCHEDULE

Item to be cleaned	Frequency (How often)	With what Materials	How is it to be cleaned? (method)	Protective clothing?	By who?	Checked by?
Cooker	Daily	Degreaser Scourer Cloth	Remove dirt, debris and grease using scourer and degreaser. Wipe over after with clean wet cloth.	Rubber gloves.	Chef	Manager
Work surfaces	Throughout day as necessary. Daily at end of shift.	Detergent and hot water and cloth.	Thoroughly clean all surfaces removing dirt/food debris and grease.		Chef	Manager
	After use and daily at end of shift.	Disposable cloth and sanitiser	Wipe over clean surfaces with sanitiser and disposable cloth, throw cloth away after use.		Chef	Manager