

Safe method:

Your cleaning schedule

A cleaning schedule is a useful tool to help you clean effectively in your business.



What to do

You can use the cleaning schedule supplied in the diary to write down how you clean in your business. This safe method should help you do this.

Alternatively, you may already have a cleaning schedule. If so, you can continue to use it, but it is a good idea to look at this safe method and review your schedule to make sure that it covers the right things.

It is important to write down how you do your cleaning, so you can show what you do. It is also useful for staff to be able to check how they should clean things, so you may wish to put your cleaning schedule on the wall.

Safety point

Walk through your premises and make a list of everything that needs cleaning. This will depend on what you do in your business.

Some items should be cleaned more frequently than others and some should also be disinfected. You do not need to disinfect everything – concentrate on those items that will be touched by food and frequently touched items such as door handles.

You will also need to disinfect surfaces or items that have been touched by raw meat/poultry or eggs, or leaks or spills from these.

See the back of this sheet for information on cleaning terms.

How do you do this?

You may find it helpful to go through the following examples:

Items that need cleaning and disinfecting

Items that come into contact with food

- Work surfaces and chopping boards
- Equipment e.g. knives
- Fridges
- Equipment with moving parts e.g. food mixers, slicers and processors
- Sinks and soap dispensers
- Re-usable cloths and work clothes
- Ice machines

Frequently touched items

- Rubbish bins, broom and mop handles
- Door handles, taps, switches and controls
- Can openers, telephones

Items that need cleaning

- Floors, walls, ceilings
- Storage areas and freezers
- Waste areas and drains
- Microwaves, ovens, dishwashers, hot-holding and display cabinets
- Self-service and staff areas

For each item, or group of items, write down what you do on your cleaning schedule.

Include details on:

- How you clean the item(s)
- What chemicals you use and how to use them
- What equipment you use
- How often you clean the item(s)

Review your schedule regularly and check that all cleaning is being done properly.

Train staff on the cleaning schedule, so they know what they have to do, and when. Supervise cleaning.

Example of a cleaning schedule

Fill in details of all the items you clean

Item	Frequency of cleaning					Precautions e.g. wear gloves or goggles	Method of cleaning
	After use	Every shift	Daily	Weekly	Other		
Work surface	×					Wear gloves	<ol style="list-style-type: none"> 1. Remove any obvious food and dirt. 2. Wash the surface with hot soapy water (detergent diluted according to manufacturer's instructions) to remove grease and any other food and dirt. 3. Rinse with clean water to remove the detergent and loosened food and dirt. 4. Apply a disinfectant. Make sure you leave it on for the contact time recommended by the manufacturer. 5. Rinse with clean water to remove the disinfectant. 6. Leave to dry naturally or use a clean disposable cloth.
Ice machine				×		Wear gloves	<ol style="list-style-type: none"> 1. Turn off power supply, disconnect lead. 2. Wash inside ice machine with hot, soapy water and rinse with clean water. 3. Apply disinfectant, following the manufacturer's instructions and rinse. 4. Pay particular attention to corners, drainage grilles, seals and ceilings. 5. Wash and disinfect the outside of the machine and handle. 6. Leave to dry before switching back on.
Slicing machine	×					Trained staff members only. Use blade guard and gloves.	<ol style="list-style-type: none"> 1. Turn off power supply, disconnect lead. 2. Scrape off food and rinse. 3. Take apart and wash thoroughly in hot water and detergent. 4. Spray with disinfectant. 5. Leave to dry or use a clean disposable cloth.

Cleaning terms

Detergent

A chemical (e.g. washing-up liquid) used to remove grease, dirt and food. Used for general cleaning.

Disinfectant

A chemical used for disinfecting, which kills bacteria. Check that surfaces are clean of grease, dirt and food before you use a disinfectant.

Sanitiser

A two-in-one product that acts as a detergent and a disinfectant. If you use a sanitiser, make sure you follow the manufacturer's instructions.

Dilution rate

Most cleaning chemicals are concentrated, so you need to add water to dilute them before they can be used. It is important to follow the manufacturer's instructions on how much water to use with the chemical. This is the 'dilution rate'. If you add too much or too little water, then the cleaning chemical might not work effectively.

Contact time

This is how long a cleaning chemical needs to be left on the item you are cleaning. It is important to follow the manufacturer's instructions on contact time for the chemical to work effectively.