Cleaning Schedule Bar

Item	Frequency of cleaning					Precautions e.g wear gloves or goggles	Method of cleaning	
	After use	Every Shift	Daily	Weekly	Other			
Shelves behind bar				X		? Any glass	1. Remove items from shelves. 2. Clean with hot soapy water. 3. Dry with clean cloth.	
Shelves for bottles				X			1. Remove items from shelves. 2. Clean with hot soapy water. 3. Dry with clean cloth. 4. Wipe bottles before replacing on shelves. 5. Check dates on stock.	
Bar Fridges				X			1. Empty fridge. 2. Remove shelves and wash in hot soapy water 3. Rinse with clean water and dry with clean cloth 4. Wash inside of fridge with hot soapy water. 5. Rinse with clean water. 6. Sanitize handles. Make sure you leave on for recommended contact time. 7. Dry with clean cloth.	
Coffee Machine					X	? Instructions	De-Scale every 2 Weeks.	
Cutlery Boxes & Condiments				X			1. Empty boxes 2. Spray with sanitizer. Make sure you leave on for recommended contact time	
Tables (Tops)	X						1. Clear plates etc. 2. Remove obvious food debris. 3. Apply sanitizer. Make sure you leave on for the recommended contact time. 4. AVOID OVER SPRAYING WHERE OTHERS ARE EATING	
Tables (Legs etc)				X			1. Wash with hot soapy water. 2. Dry with clean cloth	
Drip Trays			X				**AT END OF EVERY SHIFT** 1. Empty drip trays. 2. Place in glass washer for washing 3. Replace when washed	
Pumps inc Handles			X				**AT END OF EVERY SHIFT or when obviously require cleaning.** 1. Spray with sanitizer avoid spraying near peoples' drinks. 2.Ensure correct contact time 3.Polish with clean cloth	
Glass Washer				X		? Instructions		
Beer & Concentrate Lines				X		? Instructions		
Optics				X		? Instructions		
Floors			X				**AT THE END OF SHIFT 1. Put up 'WET FLOOR SIGN'** 1. Mop with clean soapy water. 2. Leave to air dry	
Glass Windows & doors					X		1. Use Window Cleaner. 2. Apply spray and polish with a clean disposable cloth.	