Cleaning Schedule Kitchen

Item	Frequency of cleaning					Precautions e.g wear gloves or goggles	Method of cleaning
	After use	Every Shift	Daily	Weekly	Other		
Floors			X			USE WET FLOOR S	AT END OF SHIFT 1. Sweep floor to remove food particles. 2. Put up wet floor sign before washing 3. Mop floor with hot soapy water. 4. Leave to dry. **PAY PARTICULAR ATTENTION TO UNDER AND AROUND EQUIPMENT/TABLES ETC.**
Walls				X			1. Remove any food from kitchen and put away. 2. Wash walls with hot soapy water. 3. Rinse with clean hot water. 4. Apply sanitizer to splash back behind the sink. Make sure you allow contact time as recommended by the manufacturers instructions.
Ceiling					X	????????????????	1.. You must be over 18 to carry out this task. 2. This must be done with 2 members of staff including a member of the management team. 3. Remove any food from kitchen. 4. Wash ceiling with hot soapy water. 5. De-grease as necessary.
Storage Areas				X			1. Sweep floor to remove food debris. 2. Put up wet floor sign before washing 3. Mop floor with hot soapy water. 4. Leave to dry. **FOR SHELVING SEE BELOW**
Freezers				X			1. Remove food to an alternative freezer 2. Wash with hot soapy water 3. Rinse with clean water 4. Restock when appropriate. 5.Sanitze handle.
Waste Areas				X		????????????????	1. Sweep floor area around waste and bins to remove food and dirt. 2. Apply a disinfectant following the manufacturers instructions
Drains				X		????????????????	1. Remove any obvious food debris. 2. Apply a disinfectant following the manufacturers instructions.
Microwave Ovens			X			????????????????	1. Remove plate and wash in hot soapy water. 2. Rinse in clean water and dry with clean tea towel. 3. Wash inside of microwave with hot soapy water. 4. Rinse with clean water and dry with a disposable cloth.
Ovens				X		Follow health & safe	1. Remove shelving and wash in hot soapy water. 2. Apply oven cleaner to shelves and leave to penetrate as per the manufacturers instructions 3. Clean using a scourer. 4. Apply oven cleaner to inside of oven. 5. Allow to penetrate 6. Clean using scourer. 7. Rinse with clean water. Replace shelves
Shelves & sills				X			1. Remove all items from shelves and sills. 2. Clean with hot soapy water. 3. Rinse wirth clean water. 4.Dry with a disposable cloth.