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CLEANING SCHEDULES

If you sell food, whether you bake it from scratch or reheat it and serve, then your food premises should have a cleaning schedule to make sure all equipment and areas are cleaned and checked regularly to maintain a clean and hygienic environment.

There are advantages of having a cleaning schedule. Some advantages are:

- Everything is cleaned regularly
- If staff are on leave then you will know exactly what needs to be done in their absence
- It means the cleaning is organised
- Schedules are reference tools for use in training staff and for staff's own reference. So a schedule can save you from repeating yourself!

Who makes up the cleaning schedule?

The business owner if they are hands on, or the managers and supervisors together with staff input. It is very important that schedules are kept updated as staff members leave or change jobs and/or new equipment is installed for use at the premises.

Schedules should include the following:

1. Make a list of items that need to be cleaned, i.e. everything inside and outside of the premises. Group items together to make the list more manageable.
2. Identify the correct cleaning produce to be use and list this against each item to be cleaned. Sometimes several products may be required e.g. cleaners and sanitisers. Listing the cleaning products helps to keep them in the order they will be used.
3. Describe the cleaning method exactly, for example use disinfectant straight or diluted (ratio). Describe how the task is to be completed for example scrub, rinse then sanitise.
4. State the cleaning frequency needed. For example it may be daily, after each use; or always between raw and cooked foods; monthly or as required.
5. Name the person/staff member/position responsible for the task.
6. Keep a field free on the schedule for the responsible person to sign off as and when the task has been completed.

RECOMMENDED CLEANING FREQUENCY

1. Daily – or more often as required.

- Utensils – machine wash; store clean and dry.
- Dishwashing Machine – clean interior
- Appliances – wash and scrub parts in contact with food. Wipe down the rest
- Work Benches – scrub surface. Wipe down frame. Sanitise.
- Basin and sinks –cleanse and sanitise and wipe wall surrounds and frames.
- Floor – Sweep up debris and mop with detergent and disinfectant.
- Refuse – remove all refuse bins/bags from preparation and servery area. Wipe wall surrounds. Wash and sanitise rubbish containers
- Toilets – wipe around (disinfect).
- Mop heads – wash in hot soapy water, sanitise, hang to dry, and store inside in a dry state.
- Rags, brushes, dishcloths – wash in hot soapy water. Air dry where possible and store in dry state.

All foodstuffs returned to store or refrigerators – prepared foods covered.

2. Weekly

- Walls and Ceiling – remove obvious dirt, wipe down where necessary.
- Shelves, ledges – brush down and wipe over
- Ventilation – clean filters. Wipe down canopy.
- Equipment – remove unused or unwanted appliances and articles.
- Refrigerators – clean down racks/shelving. Wipe all surfaces. Defrost if necessary.
- Refuse – disinfect bins.
- Cupboards – remove contents – wipe surfaces
- Dry Goods Store – tidy up. Check for vermin.
- Chang Room – Clean walls, mop floor.
- Yard – wash down and tidy.
- Lights – brush fittings – clean tubes. Remove any debris from light covers.

3 Every 4-6 Weeks

- Ventilation – clean fans, inspect ducting and motor.
- Freezers – defrost.

CLEANING SCHEDULES & EXAMPLES

Included in this document are two Cleaning Schedule Tables for your use.

The following Cleaning Schedule example may help with making up your own, so it best fits your work place.

Item to be cleaned	Product Name	Cleaning method	Cleaning frequency	Person responsible	Date completed	Tick √
<i>Food prep benches</i>	<i>Demal</i>	<i>½ cup Demal to ½ cup of hot water. Wipe with cloth & sanitise</i>	<i>Daily as you go</i>	<i>Terry</i>	<i>14/3/2010</i>	<i>√</i>

Need help getting started?

If you need a bit of help writing up the cleaning schedule, try asking your supplier of cleaning chemicals and equipments for some help. Often representatives are able to provide product information on use, dilution, etc of chemicals.

This document is based heavily on that provided by Waitaki District Council on its internet site for food premises use. The original can be downloaded from Waitaki District Council's website. (20 April 2010).

www.waitaki.govt.nz/Services/Forms.htm

WEEKLY CLEANING SCHEDULE for the week ending/...../.....
 (Option One) Location

Item to Clean	Cleaning Product	Method	Frequency & Responsibility	Completed (tick)
Floors (scrub in & corners around fittings)	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Kitchen Walls (behind sinks, preparation & cooking areas)	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Prep Benches	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Food Display Units	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Cooking & Frying Units	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Cutting Boards	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Microwave	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Kitchen Refuse Bins	Frequency: DAILY Person responsible:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

Weekly Cleaning Schedule (Option One) continued...

Item to Clean	Cleaning Product	Method	Frequency & Responsibility	Date & Time Completed
Ceilings & Walls	Frequency: WEEKLY Person responsible:	
Chillers & Fridges (List the individual units)	1..... 2..... 3..... 4..... 5.....	1..... 2..... 3..... 4..... 5.....	Frequency: WEEKLY Person responsible:	
Under Equipment (e.g. Cookers and refrigerators)	Frequency: WEEKLY Person responsible:	
Shelves & Cupboards	Frequency: WEEKLY Person responsible:	
Dry Goods Store	Frequency: WEEKLY Person responsible:	
Yard Area	Frequency: WEEKLY Person responsible:	
Ventilation hood & filters	Frequency: WEEKLY Person responsible:	
Light Fittings	Frequency: WEEKLY Person responsible:	
Dish Washer	Frequency: WEEKLY Person responsible:	
Staff Changing Room	Frequency: WEEKLY Person responsible:	
Toilets	Frequency: WEEKLY Person responsible:	
Freezers	Frequency: WEEKLY Person responsible:	

Weekly Cleaning Schedule – Grease Trap Location:

(Assumes the type that needs weekly cleaning – may alter if not applicable).

Month	Inspection Date	Checked By	Status of item	Method of ... if cleaned
JANUARY	1			
	2			
	3			
	4			
FEBRUARY	1			
	2			
	3			
	4			
MARCH	1			
	2			
	3			
	4			
APRIL	1			
	2			
	3			
	4			
MAY	1			
	2			
	3			
	4			
JUNE	1			
	2			
	3			
	4			
JULY	1			
	2			
	3			
	4			
AUGUST	1			
	2			
	3			
	4			
SEPTEMBER	1			
	2			
	3			
	4			
OCTOBER	1			
	2			
	3			
	4			
NOVEMBER	1			
	2			
	3			
	4			
DECEMBER	1			
	2			
	3			
	4			