









# Cleaning Schedule (Example)

Items/Appliances	After Use	Daily	Weekly	Other	Method of Cleaning	Who is Responsible?
<b>Benches</b>					Hot soapy water scrub followed by spray and wipe, use paper towels to dry, sanitise, air dry	TD
<b>Floors</b>					Floor cleaner (XXX brand), 1:60 concentration (80ml in 5 litres water). No rinse required.	SL
<b>Walls</b>					Hot soapy water, followed by rinse	JM
<b>Oven</b>					(XX brand) oven cleaner, follow instructions on can	TD
<b>Fridges</b>					Remove all food while cleaning. Use (XX brand) disinfectant cleaner or hot soapy water. Dry with paper towels	TD
<b>Freezers</b>					Empty when ice has built up, defrost and clean with hot soapy water.	TD and JM

*The above is an example of how you may set up your cleaning schedule for display in your kitchen. You could use stickers to indicate frequency. Put details such as which chemical to use and what the dilution should be, if sanitising is required or not and anything else to help your cleaning crew know what to do. On the next page is a blank version for you to fill in.*



# Cleaning Schedule

<b>Benches</b>						
<b>Floors</b>						
<b>Walls</b>						
<b>Oven</b>						
<b>Fridges</b>						
<b>Freezers</b>						

