CLEANING SCHEDULE

WEEK COMMENCING:

Items / Surface / Area	Cleaning Frequency	Person Responsible	Cleaning Product	Cleaning Method / Equipment	Time Completed	Checked By	Comment

EXAMPLE OF CLEANING SCHEDULE

WEEK COMMENCING: 8th May 2022

Items / Surface / Area	Cleaning Frequency	Person Responsible	Cleaning Product	Cleaning Method / Equipment	Time Completed	Checked By	Comment
Floor	As you go	Bob Smith	Detergent	Sweep first, broom, mop, hot water, detergent	Various times throughout day	Mr Brown	More through cleaning needed within preparation area – Re-clean immediately
Meat Slicer	Before and after use	Brenda Jones	Sanitizer	Dismantle, trigger spray sanitizer, scrub, wipe	01.00	Mr Brown	-
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