CLEANING SCHEDULES

Environmental Health Services

Food businesses must maintain their premises and all equipment in a clean and sanitary condition in order to comply with the Food Standards Code. The standard of cleanliness expected must ensure there is no accumulation of food waste, dirt, grease or any other visible matter.

When handling food on or with dirty equipment, bacteria can be transferred to the food product. This has the potential to cause food poisoning. In order to help minimise the risk of food poisoning illnesses, all food premises must be kept in a clean condition.

Why have cleaning schedules?

Cleaning schedules are utilised in order to ensure all food preparation areas are kept clean and sanitised. A cleaning schedule is an easy and effective way of demonstrating all equipment is regularly cleaned. It is a set of instructions that describe everything that needs to be done in order to maintain the premises in a clean and sanitary condition.

How do I develop a cleaning schedule?

The easiest way to develop a cleaning schedule for your business is to walk through the premises and make a list of all items that need cleaning. You will need to include things like the walls, floors and ceiling, as well as all equipment, fittings and fixtures. It is important to include all items, including those that are not cleaned frequently.

Once you have a list of everything that needs to be cleaned, you will now need to record how it is cleaned, and determine how often it needs to be cleaned. It is also good to include who is responsible for the cleaning, and what chemicals/ detergents need to be used.

What should a cleaning schedule look like?

Included with this fact sheet is a blank cleaning schedule you can use. If you wish, you can make your own, as long as all the information stated above is included.

What is cleaning and sanitising?

It is important for food business proprietors to understand that cleaning and sanitising are two separate procedures. A surface will generally need to be cleaned before it can be sanitised. Below are the definitions of both procedures:

Clean means 'clean to touch'. There should be no accumulated dust, dirt or food particles on the surface, and no objectionable odour.

Sanitise means to apply heat and/or chemicals to a surface in order to reduce the number of bacteria. The number of bacteria on the surface must be reduced to a level that is safe for food contact.

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Recommended Cleaning Frequencies

After each use or meal preparation period:

- ✓ all utensils, crockery, cutlery, pots and pans
- ✓ equipment such as meat slicers, milkshake mixers and cutting boards/blocks
- ✓ food preparation benches, sinks, customer tables

At least daily:

- ✓ equipment such as microwaves, coffee machines, microwave ovens, stove tops, Bain Marie
- ✓ floors and walkways
- ✓ refrigerator rubber door seals
- ✓ all staff/patron toilets, change rooms
- ✓ waste areas

Weekly:

- ✓ floors/walls beneath and behind all appliances
- ✓ shelving, cupboards
- ✓ flyscreens
- ✓ interior cool room and refrigerators, freezers
- ✓ dry storage areas, including outside of all ingredient containers
- ✓ ovens
- ✓ rubbish bins

Monthly:

- ✓ light fittings, fans
- ✓ exhaust canopies
- ✓ pest control

Three monthly:

- ✓ arrange for grease trap to be cleaned
- ✓ professional pest control

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Cleaning Schedule

Week Commencing: ....

Equipment/Item	Tick and insert initials when job is completed according to procedure sheet							
	Mon	**Tue**	**Wed**	**Thur**	**Frid**	**Sat**	**Sun**	**Frequency**
Eg. Bain Marie	✔ HV	✔ HV	✔ HV	✔ HV	✔ HV	✔ HV	✔ HV	daily

Job Number:	How to clean: *Item/Equipment*

Cleaning Procedures

Notes:	
Frequency:	
Products used:	
Person responsible:	

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Notes:	
Frequency:	
Products used:	
Person responsible:	