

Advisory Note 17 Cleaning Schedules

Legal Requirement

Under the Food Hygiene (England) Regulations 2006 the proprietor of a food business must ensure that the equipment and facilities in the premises are easy to clean and/or disinfect and be kept clean and in good repair and condition.

As part of a “Due Diligence” defence it is advisable to devise and implement a cleaning schedule to ensure all items of equipment and structure are “cleaned” on a regular basis.

Recommendation

One way to help ensure this is to prepare a Cleaning Schedule sheet to ensure regular and thorough cleaning. This schedule should detail the following:-

Area or Item to be cleaned e.g. ovens, refrigerators, work surfaces, floors

Frequency to be cleaned daily, weekly, end of shift

Cleaning Method e.g. Simple step by step instructions for staff

Utensils and/or Chemicals to be uses e.g. disinfectants, detergents and concentration (may be trade names)

Handling Precautions/Possible Hazards e.g. suitable gloves, goggles/skin irritation

Member of staff to do work A suitable competent person, usually a Manager or Supervisor should be made responsible for ensuring the cleaning detailed is carried out properly and should sign the sheet after checking

CLEANING SCHEDULE - EXAMPLE ONLY

AREA	FREQUENCY	CLEANING AGENT	*METHOD	ASSIGNED TO	CHECKED (SIGNATURE)
Floors	Sweep as required, wash daily	General Detergent	Use hot water, change water frequently. Scrub if necessary		
Work tops and tables	Daily , and after use	Detergent / disinfectants	Always use a clean cloth, scrub crevices frequently		
Sinks and wash hand basins	Daily , rinse after use	Detergent / disinfectants	Wash and scrub check - soap towel		
Refuse receptacles and area	Empty daily and clean regularly	Heavy duty cleaner/ disinfectants	Swill with hot water and cleaning agent		
Cookers, fryers oven, grills, microwaves etc	After use, otherwise weekly	Heavy duty detergent where required, otherwise detergents/disinfectants	Remove as much as possible and soak attachments. Use scourers where necessary		
Refrigerators	Clean weekly defrost every 2 months	Detergents / disinfectants	Wash out thoroughly when defrosted		
Walls, ceilings and woodwork	Monthly	Detergents / disinfectants	Wash and scrub. Watch out for build up in cracks. Disinfect wall surfaces behind food preparation surfaces or equipment periodically		
Shelves, cupboards and storage areas	Monthly	Detergents / disinfectants	Wash and scrub, check for build up in cracks/crevices		

* Regard must be given to the hazard data sheet for the chemical being used. All staff using that chemical must have suitable information, instruction and training.

For further Advice/Information contact
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