

Cleaning Schedules

FOOD SAFETY

A Guide to Effective Cleaning Schedules

Food premises must be continually cleaned to ensure all surfaces and equipment that come in contact with food do not contain food poisoning bacteria.

Cleaning and sanitising cooking utensils, tableware and equipment used to prepare food, is essential for the safe operation of any food business.

Three basic steps to effective cleaning:

1. Clean with a detergent and hot water. Cleaning only removes the dirt from the surface but does not kill all the bacteria.
2. As dirt inhibits the effectiveness of a sanitiser, only sanitise on a cleaned surface. Sanitisers need contact time to work, so items such as utensils should be left to soak.
3. Drip dry tableware and utensils. This will prevent them from becoming re-contaminated by wiping with a dirty cloth or tea towel.

A cleaning schedule

All premises need a cleaning schedule to ensure all areas are kept clean and sanitised. Work surfaces such as food preparation benches and equipment are more prone to contamination, and require more attention.

Creating the schedule

Walk through your premises and make a list of all the items that need cleaning. Start with items like the structure (floor, walls and ceilings), equipment, fittings, and fixtures. Use a chart to list these items down the first column. Consider items not cleaned frequently, as well as daily items.

Beside each item listed to clean, write down the cleaning product and cleaning method. Fill in details on how often it should be cleaned (ie daily, weekly). Also write down the person responsible for making sure the task is completed and the date to be completed by.

Implementing the schedule

- Laminate the chart and use a water-based marker to tick the completed column when the task is done
- Ensure staff know how the schedule works and the role they should play
- Ensure staff carry out regular checks on their areas
- Place the schedule on the wall so it can be easily seen by all staff
- Review the schedule regularly and check that all tasks are completed.

General cleaning rules

- Clean up all spills straight away.
- Clean and sanitise all cutting boards and preparation benches after each use. This is particularly important when changing from preparing raw to cooked foods.
- Daily clean and sanitise areas and appliances directly involved with food preparation.
- Schedule areas, such as shelving and exhaust canopies, for cleaning and sanitising on a weekly basis. Exhaust canopy filters can be cleaned by external contractors.
- Store cleaning products away from food.
- Use different cloths for cleaning different types of food areas and equipment i.e. one cloth may be used for the waste area and another for the hand washing basin.
- Soak cleaning cloths in sanitiser on a daily basis.