



## Effective Cleaning – Cleaning Schedule



Food businesses must maintain their premises and all equipment in a clean and sanitary condition in order to comply with the Food Safety Regulations and Public Eating Establishment Standards. The standard of cleanliness expected must ensure there is no accumulation of food waste, dirt, grease or any other visible matter. A high standard of cleanliness and regular disinfection is essential to ensure that food is protected from physical and microbial contamination, and to prevent the accumulation of material that attracts pests.

When handling food on or with dirty equipment, bacteria can be transferred to the food product and then onto the consumer. This has the potential to cause food poisoning. In order to help minimize the risk of food poisoning illnesses, all food premises must be kept in a clean and sanitary condition. A cleaning schedule will help to ensure a good standard of cleanliness and will also help to maintain standards cost effectively through the correct use of cleaning and disinfectant/bacterial agents. A cleaning schedule is aimed at monitoring the effectiveness of routine cleaning and staff should still maintain the practice of 'clean-as-they-go.' Cleaning schedules are a method to support this practice, not replace it.



## Why Have Cleaning Schedules?


Cleaning schedules are utilized in order to ensure all food preparation areas are kept clean and sanitized. 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 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. Any proposed cleaning schedule should be discussed with appropriate members of staff then confirmed in written form that staff can refer to as and when necessary.

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 and/or detergents need to be used to get the job done.

### The schedule will specify:

-  1. **What is to be cleaned** - i.e. floors, walls, ceilings, doors, ventilation canopies, work surface (including sinks, taps and crockery drying racks) equipment (including chopping boards, refrigerators, mincers, pots) utensils and laundry (including drying up cloths, aprons and overalls).
2. **How it is to be cleaned** – i.e. the chemicals (bactericidal detergent, disinfectant) and their dilutions, materials (i.e. scrubbing brush, scourer, dishcloth) and equipment to be used (i.e. rubber gloves, overalls, eye protection)
3. **When it is to be cleaned** – i.e. monthly, weekly, daily, between shifts, after each use, etc.
4. **Who is to clean it** – either by name or position
5. **Who will be responsible for ensuring that cleaning tasks have been completed?**
6. **Where cleaning materials and protective equipment are stored and who to report to when stocks are running low.**



## What Should A Cleaning Schedule Look Like?

Included in this document, are blank cleaning schedules that 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 Sanitizing?

It is important for food business operators to understand that cleaning and sanitizing are two separate procedures. A surface will need to be cleaned before it can be sanitized. The definitions for the two procedures are listed below.

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

**SANTIZE** means to apply heat and/or chemicals to the 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.





## Recommended Cleaning Frequencies

*Listed below are examples to include in your cleaning schedule. A cleaning schedule is specific to your particular establishment and is not limited to the items recommended below.*

### **After each use or meal preparation period:**

- ✓ All utensils, crockery, cutlery, pots and pans, sinks
- ✓ Equipment such as meat slicers, milkshake mixers, cutting boards and blocks
- ✓ Food preparation benches, sinks, customer tables

### **At least daily:**

- ✓ Equipment such as microwaves, coffee machines, ovens, stove tops
- ✓ Floors and walkways
- ✓ Refrigerator rubber door seals
- ✓ Dishwasher and its waste drain debris capture screen
- ✓ All staff and customer washrooms
- ✓ Change rooms
- ✓ Waste areas

### **Weekly:**

- ✓ Floors, walls, ceilings, beneath and behind appliances
- ✓ Shelving and cupboards
- ✓ Fly screens
- ✓ Interior cool room, refrigerators and freezers
- ✓ Dry storage areas including the outside of all ingredient containers
- ✓ Ovens, stove tops and grills
- ✓ Range exhaust hoods
- ✓ Garbage bins
- ✓ Dining room tables, chairs, menus, condiment containers

### **Monthly:**

- ✓ Light fittings, fans
- ✓ Exhaust canopies/range hoods
- ✓ Pest control

### **Every third month:**

- ✓ Arrange for grease trap to be cleaned
- ✓ Professional pest control

