

# CLEANING AND SANITISING RECORD

Maintain a cleaning and sanitising schedule and include responsible staff



Area/ equipment	Frequency	Person(s) responsible	Week starting date:							Week starting date:						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Supervisor to initial when task completed to satisfaction. Use X when not used.</b>																

- ✓ Ensure that food preparation areas and equipment are free from food waste, dirt, grease, and odours
- ✓ Follow the manufacturer's instructions when cleaning specific equipment
- ✓ Ensure staff have the knowledge and skills to effectively clean and sanitise.
- ✓ Don't forget less obvious areas like extraction filters, cool room ceilings, plastic door strips, toilet doors, ceiling fans and light switches