

CLEANING PROCEDURES AND SCHEDULES

A cleaning procedure is a set of written instructions that describe everything that needs to be done to keep your business clean. It sets out the tasks of cleaning and sanitising, how often each job needs to be done, how it should be done, and who should do it.

Below is an example of a cleaning schedule.

If you would like blank copies of this schedule, contact your local Environmental Health Office.

Contact details can be found at

http://www.health.nt.gov.au/Environmental_Health/Contact_us/index.aspx

fact sheet

TASK	WHO	COMPLETED TICK OR INITIAL (OPTIONAL)				
		M	T	W	T	F
Daily or after use						
Clean food preparation benches and sanitise identified benches	Cook	✓	✓	✓	✓	✓
Mop Kitchen floor	Cook	✓	✓	✓	✓	✓
Clean and sanitise cutting boards	Cook	✓	✓	✓	✓	✓
Clean hand basin	Afternoon shift	✓	✓	✓	✓	✓
Weekly						
Clean fridge/cold room	Cook			✓		
Sweep dry storage area	Morning shift		✓			
Monthly						
Clean cupboards	Cook					✓