



FOOD BUSINESS CLEANING SCHEDULES

In accordance with the *Australia New Zealand Food Standards Code* it is a requirement for all food premises to be kept clean and to minimise the likelihood of food becoming contaminated. Food premises not meeting this requirement may be liable for an on-the-spot 'infringement notice'.

An effective way of ensuring your food premises maintains a high standard of cleanliness is to develop a cleaning schedule. A cleaning schedule is an easy and effective way to ensure all equipment is regularly cleaned. It is a checklist that identifies the areas, utensils, equipment etc that need to be cleaned in order to meet the 'clean and sanitary' requirements of the standards.

How To Develop a Cleaning Schedule:

The easiest way to develop a cleaning schedule for your business is to identify all items that need cleaning in your premises. This should include areas such as the walls, floors, ceiling; all equipment, fittings and fixtures.

Once you have a list of everything that requires cleaning you will need to describe the cleaning method and the regularity of the cleaning. You should also include who is responsible for the cleaning, and what chemicals /detergents are to be used.

Remember:

Cleaning is the process of removing visible dirt or residual food matter. It may leave behind bacteria that are too small to be observed. Sanitising is the process of using heat or chemicals to destroy any dangerous bacteria that may remain.

Cleaning and sanitising should usually be carried out as separate processes. A surface needs to be thoroughly cleaned before it is sanitised as a sanitiser will have a reduced effectiveness in the presence of food residue and detergent.

Examples:

Attached to this information sheet are examples of a 'Cleaning Schedule Procedure', and a 'Cleaning Schedule'.

CLEANING SCHEDULE PROCEDURE EXAMPLE

NAME OF BUSINESS.....			
Item	When?	How?	With what?
FLOORS	<ul style="list-style-type: none"> 🕒 After spillages 🕒 End of day 	<ol style="list-style-type: none"> 1. Sweep floor, especially corners and wall joints 2. Mop with hot water and detergent 3. Leave to dry 	<ul style="list-style-type: none"> ➤ Dustpan & Broom ➤ Mop ➤ Wringer bucket ➤ Detergent
PREPARATION BENCHES	<ul style="list-style-type: none"> 🕒 Start of day 🕒 After spillages 🕒 After change of product 🕒 End of day 	<ol style="list-style-type: none"> 1. Remove food scraps with a clean cloth 2. Wash down with hot water and detergent 3. Apply sanitiser 4. Allow to dry 	<ul style="list-style-type: none"> ➤ Clean cloth ➤ Detergent ➤ Sanitiser
COOLROOM FAN GRILL	<ul style="list-style-type: none"> 🕒 Once a Week 	<ol style="list-style-type: none"> 1. Turn Fan Off 2. Clean thoroughly (DO NOT touch any wiring) 3. Turn fan back on <p>(Ensure all products remain under temperature control)</p>	<ul style="list-style-type: none"> ➤ Clean cloth ➤ Detergent ➤ Bucket

CLEANING SCHEDULE EXAMPLE

WEEK COMMENCING.....							
EQUIPMENT:	Initial after task is completed according to procedure sheet						
	MON	TUE	WED	THUR	FRI	SAT	SUN
FLOORING	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>
PREP BENCHES	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>	<i>J.B</i>
COOLROOM FAN GRILL	<i>J.B</i>	-	-	-	-	-	-

WEEK COMMENCING.....

EQUIPMENT:	Initial after task is completed according to procedure sheet						
	MON	TUE	WED	THUR	FRI	SAT	SUN