Kitchen Cleaning Schedule

Initial each box when the job is done. A manager checks and signs the sheet each week.

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Business name: _____ Week commencing: _____ Manager: _____

Use food-safe products as the label directs. Disinfectants should meet **BS EN 1276** or **BS EN 13697**; use the right dilution and leave them for the full contact time. Clean first to remove dirt and grease, then disinfect. Add or remove rows to match your kitchen.

Area / item	Method	Product & dilution	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Checked by
Daily / after use										
Food preparation surfaces	Clean, then disinfect after each task									
Chopping boards & knives	Wash, disinfect or dishwasher									
Handwash basins & taps	Clean; restock soap and towels									
Sinks & draining boards	Clean and disinfect									
Fridge handles, door seals & switches	Clean and disinfect									
Serving counters & hot-hold units	Clean and disinfect									
Cloths	Replace or launder at high temperature									
Floors	Sweep and mop									
Bins	Empty, clean lids									
Weekly										
Inside fridges & shelves	Empty, clean, disinfect, check dates									
Ovens, hobs & grills	Degrease and clean									
Microwave	Clean inside and out									
Walls & splashbacks	Wash									
Dry store & shelving	Clear, clean, check for pests									
Monthly										
Behind & under equipment	Move where safe, clean									
Extractor canopy & filters	Degrease or follow contract									
Freezers	Clean; defrost if needed									
Drains, ceilings & lights	Clean									

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