

# Designing a cleaning schedule

| Goal   |  |
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| <p>To ensure that places, facilities, equipment and utensils are cleaned on a regular basis.</p> <p>The Act requires that:</p> <ul style="list-style-type: none"> <li>• To establish and carry out procedures for cleaning and sanitising places, facilities and equipment.</li> <li>• Cleaning facilities and equipment must be maintained and otherwise kept in a state of repair and condition that facilitates cleaning and sanitising; and prevents the contamination of food.</li> </ul> |  |
| Why?   |  |
| <ul style="list-style-type: none"> <li>• Cleaning removes dirt and grease. Sanitising kills harmful microbes on surfaces.</li> <li>• Unclean premises and equipment will enable microbes to grow, which, if they contaminate food, can make people sick.</li> <li>• Dirty premises can attract pests, like mice, rats and cockroaches, that can spread disease.</li> </ul>   |  |
| How this is done   |  |
| <p>Identify all:</p> <ul style="list-style-type: none"> <li>• surfaces that must be cleaned; and</li> <li>• surfaces that must be cleaned and sanitised.</li> </ul> <p>Identify how they must be cleaned (the cleaning method), and how often this must be done out in order to keep food safe and suitable, and who is responsible for doing this.</p>  |  |
| <p><b>Guidance on designing your cleaning schedule</b></p> <p>Walk through your business and make a list of everything that needs cleaning. You may find it helpful to go through the examples opposite.</p>   | <p><b>High-priority cleaning:</b></p> <ul style="list-style-type: none"> <li>• Items that come into contact with food, including slicers;</li> <li>• work surfaces and chopping boards;</li> <li>• utensils, e.g. knives, scoops, tongs;</li> <li>• interior of fridges, display cabinets;</li> <li>• equipment with moving parts, e.g. food mixers, slicers and processors;</li> <li>• sinks and soap dispensers;</li> <li>• reusable cloths and work clothes;</li> <li>• ice machines</li> <li>• vacuum-packing equipment</li> </ul> <p><b>Frequently touched items:</b></p> <ul style="list-style-type: none"> <li>• rubbish bins, broom and mop handles;</li> <li>• door handles, taps, switches and controls;</li> <li>• can openers, telephones.</li> </ul> <p><b>Other cleaning:</b></p> <ul style="list-style-type: none"> <li>• floors, walls, ceilings;</li> <li>• storage areas and freezers;</li> <li>• waste areas, drains, grease traps;</li> <li>• microwaves, ovens, dishwashers,</li> <li>• places where customers handle food.</li> <li>• Toilets and staff facilities.</li> </ul> |
| <p>For each item, or group of items, write down what should be done to clean them (and sanitise where appropriate).</p> <p>Make sure that food is protected from contamination (e.g. from water sprays/aerosols) during cleaning.</p>  | <p><b>Include details on:</b></p> <ul style="list-style-type: none"> <li>• how to clean the item(s) including dismantling where necessary to get to all surfaces that touch food or could get a build up of food;</li> <li>• how to sanitise items;</li> <li>• what chemicals to use (and in what dilutions);</li> <li>• what equipment to use; how often to clean the item(s).</li> <li>• how to clean without affecting any food being prepared</li> </ul>   |
| <p>Review your schedule regularly and check that all cleaning is being done properly.</p>  | <p>Let staff know what is on the cleaning schedule, so they know what they have to do and when. Supervise cleaning.</p>  |

A template cleaning schedule is included in this FCP, or you can create your own. Complete it when you tailor your plan – see the *Getting started* checklist – and keep it handy for referring to, e.g. in the Diary.