

Effective Cleaning - Cleaning Schedules

A high standard of cleanliness and regular disinfection is essential to ensure that food is protected from physical and microbial contamination and to prevent the accumulation of material which would attract pests.

A cleaning schedule will help to ensure a good standard of cleanliness and will also help to maintain standards cost effectively through correct use of cleaning and disinfectant/bacterial agents.

A cleaning schedule is aimed at monitoring the effectiveness of routine cleaning and staff should still maintain the practice of 'cleaning as they go'. Cleaning schedules are a method of supporting this practice, not replacing it.

Any proposed cleaning schedule should be discussed with appropriate members of staff and then confirmed in written form so that staff can refer to as and when necessary.

The schedule will specify:-

1. What is to be cleaned - i.e. floors, walls, ceilings, doors, ventilation canopies, work surfaces (including sinks, taps and crockery drying racks), equipment (including chopping boards, refrigerators, mincers, pots), utensils and laundry (including drying up cloths and overalls).
2. When it is to be cleaned - i.e. monthly, weekly, daily, between shifts, after each use etc.
3. How it is to be cleaned - i.e. the chemicals (e.g. bactericidal detergent, disinfectant) and their dilutions, materials (e.g. scrubbing brush, scourer, dishcloth) and equipment to be used (e.g. steam cleaner, floor cleaning machine) and how equipment is to be dismantled.
4. The precautions to be taken - i.e. disconnect equipment from its electrical supply, use cleaning materials according to manufacturer's instructions and wear protective equipment (e.g. rubber gloves, overalls, eye protection).
5. Who is to clean it? - Either by name or position.
6. Who will be responsible for ensuring that cleaning tasks have been completed.
7. Where cleaning materials and protective equipment is stored and who to report to when stocks are running low.

You may find that your supplier of cleaning chemicals/ materials may be able to assist you in the provision of a card index system specifying procedures and precautions. Checklists can also be used to ensure the work has been carried out to the correct standard and proper frequency. They may also be essential in establishing a due diligence defence in the event of a complaint.

The following four pages give an **example** of how a cleaning schedule may be set out with a summary sheet and checklists for daily, weekly and monthly cleaning.

Cleaning Schedule

Area to be cleaned

Item(s) to be cleaned	
Frequency of cleaning	
Materials to be used and dilutions	
Method of cleaning	
Precautions which must be taken when cleaning	
Standard of cleanliness to be achieved	
Cleaning to be carried out by ?	
Check on cleaning to be carried out by ?	

Restaurant Fact Sheet

Always answer the telephone within 3 rings and remember to SMILE.

RESTAURANT NAME: _____

INFORMATION

OPENING/CLOSING HOURS:

DESCRIPTION OF FOOD:

PRICE RANGE:

BOOKING POLICY:

PARTY BOOKINGS:

ATMOSPHERE:

DRESS CODE:

PARKING AVAILABLE:

DIRECTIONS

from (landmark): _____

from (landmark): _____

from (landmark): _____

CURRENT ADVERTISEMENTS AND PROMOTIONS

Newspaper(s)

Promotional offers:

RESTAURANT OPENING CHECKLIST

TO BE COMPLETED BEFORE 11:00AM

Initials	Dining Room Area
	Check that dining area was vacuumed, and pick up any remaining trash on floor or under tables.
	Ensure that chairs and tables are in correct position, clean, and that shakers are properly organized.
	Check for parties, and write them up on the appropriate dry erase board. If no parties in a particular room, then turn on the lights, open the door, set the TV to channel XXX, volume level XX. If there is a party, leave the lights off, and the door closed to prevent others from seating themselves there.
	Check restrooms for cleanliness. Restock toilet paper, paper towels, and soap, toilet seat covers. Clean if necessary. Turn on lights in the rear hall & restrooms.
	Check highchairs and booster for general condition, and wipe down
	Make sure all the silverware from the night before, and is ready to use for lunch.
	Set up salad bar according to required procedures.
	Clean all doors and windows. Clean poster stand.
Front Counter/Beverage Area	
	Check front counter area for cleanliness, including under menu mats.
	Check for proper supplies (i.e. cups, lids, plastic forks, and condiment cups)
	Stock guest condiment areas.
	Clean beverage area, including under, crayons, and soda fountain.
	Check that there is enough XXXX prepped to make it through lunch. Remember, you can prep more for dinner after you have taken care of our lunch customers. Service should never suffer just because you want to finish something early.
	Check soda boxes. Replace any that are empty.
	Set up sanitizer bucket(s).
Kitchen Area	
	Set up the make table with necessary utensils and product.
	Restock inserts if needed.
	Check product prep levels under the make line. Prep as necessary to get through lunch.
	Wash any dishes from the morning prep and salad bar set-up
	Make sure that enough products are in the restaurant for the day's business. Note anything we may be running low on, or out of. If we're low on something, remember to tell the night manager so they can keep an eye on it.
	Check the entire kitchen for cleanliness
	Check oven area, and stock boxes as needed.
	Check that POS screens are clean, and ready to go.