Cleaning schedule

Business: _____ Site / area: _____ Week / month: _____

How often: Tick off tasks as they are done, every day you are open. Review the schedule itself whenever you change equipment, products or menu, and at least every four weeks alongside your SFBB review.

Item / area	How often	Method and product	Done	Initials	Checked

Checked by manager (name / signature / date): _____

How to use this cleaning schedule

What to record

- Each item or area to be cleaned, for example prep surfaces, chopping boards, fridges, door handles and floors
- How often: after use, every shift, daily, weekly or another set interval
- The method and the product, including dilution and contact time from the label
- Any precautions, such as gloves or goggles
- When it was done and who did it
- Who checked it, and any task that was missed with the reason

Common mistakes

- A schedule on the wall that lists tasks but has no sign-off, so there is no proof anything was done
- Using a cleaning spray that does not meet BS EN 1276 or BS EN 13697 on food surfaces
- Wiping sanitiser straight off instead of leaving it for the contact time
- Leaving out frequently touched items such as handles, taps and probe thermometers
- Never reviewing the schedule after new equipment arrives

Sources

- GOV.UK (Food Standards Agency): Cleaning: https://www.gov.uk/food-hygiene-businesses/cleaning
- SFBB safe method: Your cleaning schedule (PDF): https://assets.publishing.service.gov.uk/media/69c52c48cdfd19de13d0f6de/sfbb-cleaning-04-your-cleaning-schedule-fix_1.pdf
- SFBB safe method: Opening and closing checks (PDF): https://assets.publishing.service.gov.uk/media/69c53ae523fcbcd838a6f774/sfbb-management-01-opening-closing-checks__1__1.pdf
- GOV.UK (Food Standards Agency): Safer food, better business for caterers: https://www.gov.uk/government/publications/safer-food-better-business-for-caterers