Record Sheet 4

Cleaning Schedule

(more sheets are available at www.foodsmart.vic.gov.au)

- Enter the area being cleaned under "**Area/Equipment**". Describe how you will clean that area, and what materials and chemicals you will use in the "**Method Used/Detergent**" column.
- Some areas will require daily cleaning while others need weekly or monthly cleaning. Write how often you will clean the area in the "**Frequency**" column.
- Locate a copy of this record near each work area or equipment.
- Cleaner must initial the record when cleaning completed. The Food Safety Supervisor must check that cleaning is adequate.

Area / Equipment	Method Used/ Detergent	Frequency	Week Starting: _____							Week Starting: _____							Week Starting: _____							Week Starting: _____						
			M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Work Bench	*Brush out. Wash with warm water and detergent. Rinse with clean water. Apply sanitiser. Allow to air dry.*	*Daily*	*BC*	*BC*	*BC*	*BC*	*BC*	*PS*	*PS*																					