

# Kitchen Cleaning Schedule

Business Name: \_\_\_\_\_ Site / Kitchen: \_\_\_\_\_ Week Commencing: \_\_\_\_\_  
 Manager: \_\_\_\_\_

**Colour-code reminder:** Green = Food prep areas Blue = General surfaces Red = Washrooms only Yellow = Sinks & wash basins | All sanitisers must meet **EN 1276** standard. Two-stage clean: CLEAN first (detergent + scrub) => then DISINFECT (sanitiser, 30 sec contact time).

Area / Equipment	Frequency	Product / Chemical Used	Cleaning Method	Responsible Staff	Date / Time	Staff Initials	Supervisor Sign-off
<b>STRUCTURE</b>							
Floors (incl. under/behind equipment)	Daily	Floor cleaner (dilution: ____)	Sweep debris => Wet floor sign => Apply floor cleaner => Scrub => Mop with clean water => Dry				
Sinks	Daily	Detergent (dilution: ____) EN 1276 sanitiser spray	Remove food debris, focus on taps => Detergent scrub => Rinse => Dry => Sanitiser spray				
Wash Hand Basin	Daily	Detergent (dilution: ____) Sanitiser spray	Detergent scrub including taps => Rinse => Dry => Sanitiser spray				
Work / Food Prep Surfaces	Daily	Detergent (dilution: ____) EN 1276 sanitiser	Dry wipe debris => Detergent wash => Rinse => Dry => EN 1276 sanitiser (30 sec contact time)				
Door Handles & Light Switches	Daily	EN 1276 sanitiser spray	Spray EN 1276 sanitiser => Wipe with paper towel (high-touch surfaces)				
W.C.	Weekly	Toilet cleaner (dedicated product)	Dedicated gloves only => Clean inside & outside pan and surrounding area => Rinse => Dry				
Walls (incl. behind equipment)	Monthly	Detergent solution (dilution: ____)	Detergent solution wash down => Rinse with fresh water => Dry				
Doors	Monthly	Detergent solution (dilution: ____)	Detergent solution wash down => Rinse => Dry				
Windows	Monthly	Detergent solution (dilution: ____)	Detergent solution wash down => Rinse => Dry				
<b>REFRIGERATION &amp; STORAGE</b>							
Fridge Exteriors & Handles	Daily	EN 1276 sanitiser spray	Spray EN 1276 sanitiser => Wipe down with paper towel => Check door seals				

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Fridge Interiors & Shelves	Weekly	Detergent (dilution: ____ ) EN 1276 sanitiser	Move food to another fridge => Remove shelves => Detergent wash => Rinse => Dry => EN 1276 sanitiser				
Freezer (full defrost & clean)	Monthly	Detergent (food-safe)	Move items to another freezer => Switch off => Defrost => Remove water => Detergent wash => Leave to dry completely				
All Racks & Shelving	Weekly	Detergent solution (dilution: ____)	Step ladder if needed => Detergent wash shelves & undersides => Rinse => Dry				
<b>COOKING EQUIPMENT</b>							
Microwave (inside & outside)	Daily	Detergent (dilution: ____ ) Sanitiser	Dry wipe debris => Detergent wash, focus on ceiling inside => Rinse => Dry => Sanitiser spray				
Hobs & Grills (incl. drip trays)	Daily	Heavy-duty degreaser (dilution: ____)	TRAINED STAFF ONLY => Degrease using heavy-duty degreaser => Follow appliance instructions => Rinse				
Cooking Ranges	Weekly	Heavy-duty degreaser (goggles & gloves)	TRAINED STAFF ONLY => Switch off at wall => Degreaser (goggles & gloves) => Follow appliance instructions				
Fryers	Weekly	Fryer degreaser (food-safe)	TRAINED STAFF ONLY => Switch off => Drain oil => Degreaser => Scrub interior & filter => See HSE Catering Info Sheet No.17				
Oven (full clean)	Monthly	Oven cleaner (goggles & gloves)	TRAINED STAFF ONLY => Switch off at wall => Oven cleaner (goggles & gloves) => Follow appliance instructions				
Extractor Canopy & Filters	Monthly	Detergent solution (dilution: ____)	Step ladder => Detergent clean inside & outside, focus on canopy lip => Rinse => Dry => Replace filters as required				
<b>EQUIPMENT &amp; UTENSILS</b>							
Chopping Boards	After each use	Detergent (dilution: ____ ) EN 1276 sanitiser spray	Scrape off food debris => Detergent scrub => Rinse => Dry => EN 1276 sanitiser spray				
Can Opener	Daily	Detergent Sanitiser spray	Detergent wash, focus on back of fixed blade => Rinse => Dry				

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			=> Sanitiser spray				
Food Slicer	After each use	Detergent (dilution: _____) EN 1276 sanitiser	TRAINED STAFF ONLY => Switch off => Dismantle using blade carrier => Detergent => Rinse => Dry => Sanitiser => Reassemble				
Pots, Pans & Utensils	After each use	Commercial dishwasher detergent	Place in dishwasher immediately after use => Check clean before storing				
Dishwasher Filters	Weekly	Detergent (dilution: _____)	Remove filters => Clean blockages => Rinse => Check for damage => Replace				
<b>WASTE MANAGEMENT</b>							
Bins (empty & clean)	Daily	Detergent (dilution: _____) Sanitiser spray	Remove waste to outdoor receptacle => Detergent wash bin & lid inside & out => Air dry => Sanitiser spray => New liner				
Outdoor Waste Area	Weekly	Sanitiser spray (dilution: _____)	Sweep area => Hose down => Sanitiser spray => Check for pest activity => Record findings				
<b>DRAINS</b>							
Floor Drains	Weekly	Enzyme drain maintainer / grease trap cleaner	Pour enzyme drain cleaner into drains => Leave to work per manufacturer instructions				
Floor Drains (deep descale)	Monthly	Chemical descaler	Apply chemical descaler => Treat drains to prevent slow blockages => Flush with hot water				
<b>PEST CONTROL</b>							
Pest Monitoring (traps & bait stations)	Weekly	Approved bait/traps (contractor supplied)	Check all traps & bait stations => Record findings => Replace/replenish as required => Report sightings immediately				
Entry Points & Seals Inspection	Monthly	Sealant/foam (as required)	Inspect door seals, pipe gaps, grilles => Seal any new entry points => Document findings				
<b>CLEANING EQUIPMENT</b>							
Mops & Buckets	After each use	Detergent (dilution: _____) Sanitiser	Rinse mop thoroughly => Hang to dry (do not leave in bucket) => Sanitise bucket => Store				

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			inverted				
<b>Cloths &amp; Scourers</b>	Daily	Laundry detergent (60 degrees C wash)	Laundry cloths at 60 degrees C or replace disposables => Never use cloths across colour-code zones				
<b>Spray Bottles</b>	Weekly	Fresh diluted chemical (as labelled)	Wash out => Rinse => Refill with fresh diluted solution => Label with chemical name and dilution				
<b>PPE (gloves, aprons, goggles)</b>	As needed	N/A — inspect before each use	Inspect before use => Discard damaged items => Wash/replace after use => Store in designated area				

**ALLERGEN CLEANING NOTE**

Between preparing allergen-containing dishes and non-allergen dishes: Use DEDICATED boards and utensils for high-risk allergens (nuts, shellfish). Apply EN 1276 sanitiser to all contact surfaces. Allow 30 seconds contact time before wiping. Document this step with staff initials in the column above. Failure to comply may result in serious harm to customers with allergies.

**Notes / Actions Required:**

Manager Review Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Next Review Due: \_\_\_\_\_

*This schedule must be completed daily and retained for at least 3 months for EHO inspection. Based on FSA Safer Food Better Business guidance.*