**Unit Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit No:\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAFETY PRECAUTIONS**

* **Before cleaning electrical machinery ensure it is switched off and isolated from the mains.**
* **Before cleaning gas appliances ensure they are turned off.**
* **Take care when cleaning hot items.**
* **Follow all safety precautions shown in COSHH Product Assessments for the cleaning product being used for each task.**
* **All hand protection to be Latex Free gloves or gauntlets.**

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| **ITEM** | **PRODUCT** | **PPE REQUIRED** | **DOSAGE**  **RATE** | **METHOD** |
| **Floors** | ***Wash and Walk*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Pull out equipment and benches. Sweep up debris. Apply hot solution using clean mop or long handle scrubber, paying attention to floor/wall joints. Leave a few minutes contact time, then use a stiff brush to loosen soils. Mop up excess water or use squeegee to funnel water into drain and allow to air dry. Do not rinse. |
| **Drains** | ***Wash and Walk*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Apply hot solution around drain using clean mop or long handle scrubber. Leave a few minutes contact time, then use a stiff brush to loosen soils. Use squeegee to funnel excess water into drain. Do not rinse |
| **Skirting boards** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Pull out equipment and benches. Apply solution with sponge, cloth or hand sprayer. Rinse with clean water. Allow to air dry. |
| **Walls, doors and paintwork** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Apply solution with sponge or cloth. Use long handed cleaning tools for areas above arms reach. Work down from higher areas. Rinse with clean water. Allow to air dry. |
| **Sockets and switches** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Ensure switches are turned off. Apply solution with sponge or cloth. |

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| **ITEM** | **PRODUCT** | **COSHH HAZARD** | **DOSAGE**  **RATE** | **METHOD** |
| **Ceilings** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Apply solution with long handle cleaning tool. Allow to air dry. |
| **Light covers** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Carefully remove light covers, remove any debris and clean with solution. |
| **Refrigerators / blast chillers** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Transfer foods to an alternative fridge or a cool place. Remove shelving and wash in solution. Wipe interior with solution. Pay particular attention to base section. Wipe seals and door handles. Rinse with clean water. Replace shelving and foods. |
| **Freezers** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Remove contents and store in fridge or alternative freezer. Turn off power and leave lid or door open [follow manufacturer's instructions if appliance has a defrost facility]. Remove any shelves and baskets and clean with solution. When ice comes off the sides easily, scrape away with a plastic implement. Remove ice and other debris. Wipe surfaces with a warm damp cloth. Replace shelves and baskets. Turn appliance back on to normal operation. Replace food when temperature has reduced to proper level. |
| **Combination ovens** | ***Manufacturer’s prescribed cleaning products*** | As per manufacturer’s instructions | As per manufacturer’s instructions | Follow Manufacturer’s instructions and use only prescribed cleaning chemicals in correct quantity. Ensure prescribed PPE is worn.  N.B: Refer to manufacturer's instructions accompanying the oven for detailed cleaning information specific to the oven model. |
| **Ovens and grills** | ***Greaselift RTU*** | Nitrile/Latex-free Gloves EN374 | undiluted | Ensure appliances are switched off. Remove trays and shelving for cleaning in pot wash. Apply undiluted chemical evenly to warm surfaces. Thoroughly cover all surfaces to be cleaned, starting from the top and working downwards. Allow contact time of 5 to 30 minutes. Rinse off with water and allow to air dry.  For stubborn soilage, repeat application and use scouring pad or brush. |
| ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Remove detachable parts of oven tops and soak in hot detergent solution. |

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| **ITEM** | **PRODUCT** | **COSHH HAZARD** | **DOSAGE**  **RATE** | **METHOD** |
| **Steamers** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20 ml via dispenser per 600 ML trigger spray | Switch off equipment. Turn off water supply. Remove trays and shelving for cleaning in pot wash. Scrub all surfaces with solution. Clean door drip tray where fitted. Remove debris from drip tray drainage hole and ensure it is running freely. Rinse and air dry. Leave door slightly ajar to ventilate. |
| ***Descaler*** | Nitrile/Latex-free Gloves EN374 | N/A | TO DESCALE: Brush surfaces with descaling solution, rinse with warm water and allow to air dry. |
| **Vent hoods** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Switch off equipment. Scrub all surfaces with solution using a long-handled cleaning tool. |
| **Extraction filters**  **(mesh or baffle)** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Fill sink with solution and submerge filter. Allow contact time and then scrub. Rinse and dry. |
| **Dishwashers** | ***Lime-A-Way Extra***  ***Or Solid Lime-A-Way 1*** | Safety goggles EN 166 Nitrile/Latex-free Gloves EN374  *Apron* | 3 x 30ml pushes per 10l  Or 1 capsule | Disable detergent by safely removing feed tube from bottle. Drain dishwasher and fill with clean water, add chemical into wash tank and run dishwasher for 3-4 cycles. Repeat as necessary. Drain and rinse dishwasher before refilling for use. Place feed tube back in detergent bottle. |
| **Fryers** | ***Multi EL10/*** | Nitrile/Latex-free Gloves EN374 | 2 x 20 ml Pumps per 5l of warm water | Switch off appliance and allow oil to cool. Drain and strain oil into a receptacle. Fill fryer with hot water to level required. Add cleaning product. Soak for 10 to 15 minutes. Submerge all baskets and utensils in solution; soak for 5 to 10 minutes. Remove carbonised deposits from top of fryer with a stiff brush. Drain and rinse thoroughly, allow to air dry. Re-fill with strained oil and top up to level. Clean outer casing, lid and surround to drain tap. Replace lid in position. |
| **Equipment Racks and Shelving** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Move all equipment and foods. Remove food debris. Spray solution and wipe clean with a suitable cloth or paper towel. Ensure that attention is given to legs and under edges. Rinse and allow to air dry or dry with paper towels. |
| **Draws and other storage containers** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Move all equipment and foods. Remove food debris. Spray solution and wipe clean with a suitable cloth or paper towel. Rinse and allow to air dry or dry with paper towels. |

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| **ITEM** | **PRODUCT** | **COSHH HAZARD** | **DOSAGE**  **RATE** | **METHOD** |
| **Work surfaces and benches** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Remove equipment and foods. Remove food debris. Spray solution and wipe clean with a suitable cloth or paper towel. Ensure that attention is given to legs and under edges. Rinse and allow to air dry or dry with paper towels. |
| **Tea/coffee boiling urns** | ***Assert Clean*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 10l of warm water | Ensure appliance is switched off. Fill with solution and leave to soak for 10 to 15 minutes. Scrub out and drain. Rinse thoroughly and allow to air dry. |
| **Trolleys and wheels** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Wipe clean with a suitable cloth or paper towel. Ensure that attention is given to legs and under edges. |
| **Food storage bins** | ***Assert Clean*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 10l of warm water | Wash out empty bin with solution. Clean external casing and the lid, paying attention to underside of lid and the handle [if fitted]. Rinse and allow to air dry. |
| **Bain maries and display cabinets** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374\* | 20ml via dispenser per 600ml trigger spray | Carefully remove doors and take out detachable shelving. Remove all food particles. Brush out solution, rinse and air dry. Replace doors and shelving but leave doors open to assist in air drying. |
| **Microwave ovens** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374\* | 20ml via dispenser per 600ml trigger spray | Remove turn-table plate [if applicable] and wash in solution. Wash out interior, paying particular attention to the top surface and to the corner joins. Wipe down exterior casing and door. Rinse and allow to air dry. Leave door slightly ajar until next use. |
| **Bratt pans** | ***Assert Clean*** | Nitrile/Latex-free Gloves EN374\* | 2 x 20 ml Pumps per 10l of warm water | Switch off appliance and allow oil to cool. Remove any remaining food particles. Add dilution of detergent, allow contact time and wipe down inside of tray. Remove liquid and then rinse with clean water. Clean outside of bratt pan with solution.. |
| **Sinks and Wash Hand Basins** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374\* | 20ml via dispenser per 600ml trigger spray | Spray with solution and wipe clean. Include taps, waste outlets and splashbacks in cleaning programme. Use cotton wool buds to clean inside and edge of tap nozzle. Rinse thoroughly with cold water. Apply sanitiser to all surfaces and leave to air dry. |

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| **ITEM** | **PRODUCT** | **PPE** | **DOSAGE**  **RATE** | **METHOD** |
| **Paper towel & soap dispensers** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20 ml via dispenser per 600 ml trigger spray | Remove towel and soap pouch. Apply solution with a cloth or hand sprayer, paying attention to the underside of the dispensers and soap dispenser nozzle. |
| **Waste disposal unit** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 20 ml via dispenser per 600 ml trigger spray | Disconnect power. Disconnect the baffle plate [restrictor plate] and remove if possible. Remove strainer if fitted and clean in solution. Remove solid waste from machine and scrub all parts with solution. Do not access the blades. Clean exterior casing and adjacent wall surfaces. Re-assemble, re-connect power supply and operate water supply only, for one minute. Switch off and isolate from power supply until next required for use. |
| **Waste Bins** | ***Multi EL10*** | Nitrile/Latex-free Gloves EN374 | 2 x 20ml pumps per 5l of warm water | Wash out empty bin or bin liner holder with solution. Clean external casing and the lid, paying attention to underside of lid and the handle [if fitted]. Rinse and allow to air dry. |
| **Coffee Machines** | ***Manufacturer’s prescribed cleaning products*** | As per manufacturer’s instructions | as per manufacturer’s instructions | Follow cleaning instructions as per manufacturer's cleaning schedule, or in accordance with manufacturer's cleaning manual. |
| **Ice Machine** | ***Assert Clean*** | Nitrile/Latex-free Gloves EN374 | 20ml via dispenser per 600ml trigger spray | Empty the ice machine and isolate. Remove all removable parts and clean these with solution. Clean the internal area, including the dispensing and drainage areas. Rinse well with clean water and a clean cloth to remove any solution residue. |
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| The cleaning methods above are for guidance only.  Any specific instructions provided by equipment suppliers and cleaning chemical product suppliers must be followed. | | | | |

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| **Use this section to record any site-specific equipment to be added to the cleaning schedule** | | | | |
| **ITEM** | **PRODUCT** | **DOSAGE**  **RATE** | **PPE REQUIRED** | **METHOD** |
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