**Unit Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 Task Cards for the cleaning product being used for each task.**
* **All hand protection to be Latex Free gloves or gauntlets.**

| **ITEM** | **FREQUENCY** | **PRODUCT** | **DOSE** | **PPE** | **METHOD** |
| --- | --- | --- | --- | --- | --- |
| **Floors** |  | ***Wash and Walk*** | 2 x 20ML Pumps per 5l of warm water | Nitrile/Latex-free Gloves EN374 | Sweep up debris. Apply hot solution using clean mop or long handle scrubber, paying attention to floor/wall joint, around equipment and under and rear of equipment. Rinse and mop over with fresh clean water. Allow to air dry. |
| **Walls, Doors and Paintwork** |  | ***Multi EL10*** | 2 x 20ML Pumps per 5l of warm water | Nitrile/Latex-free Gloves EN374 | Apply solution with sponge, cloth or hand sprayer. Work down from higher areas. Rinse with clean water. Allow to air dry. |
| **Work Surfaces** |  | ***Oasis Pro 20*** | 2 x 20ML Pumps per 5l of warm water | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Ensure that attention is given to legs and under edges. Rinse and allow to air dry or dry with paper towels. |
| **Cutting Boards** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply sanitiser solution on to moistened board and scrub. Wipe surface and rinse. Allow to air dry.  Can be routinely washed in dishwasher if suitable, but additional weekly clean with sanitiser solution to reduce surface staining.  Cutting boards should be racked vertically with cutting surfaces separated after cleaning and sanitising. |
| **Refrigerators / Blast Chillers** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Check and organise fridges daily. Check for spillages and wipe up [spillages should be wiped up immediately]. |
|  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Weekly - Transfer foods to 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. |
| **Deep Freezers** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Check and organise freezers daily. Wipe down external surfaces and door seals. [Wipe up spillages immediately. Do not allow to freeze] |
|  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Weekly or Monthly - Remove contents and store in fridge or alternative freezer. Turn off power and leave lid or door open [follow manufacturer's instructions if appliance is provided with a defrost facility]. Remove shelves and baskets if fitted and clean with solution. When the 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. |
| **Can Opener** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Remove from bench mounting. Soak in hot general purpose detergent solution. Scrub cutter blade and assembly with a brush. Check for uneven blade wear or loose blade mount and report to supervisor as necessary. Scrub the base plate mount at the table. Rinse and air dry. |
| **Slicer** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Zero the slice thickness plate. Remove detachable parts. Blade must only be removed with the use of the specific blade removing tool. Soak and wash in sanitiser solution. Carefully brush or sponge all parts. Clean the blade separately. Rinse, air dry and re-assemble. Clean the slicer casing with damp cloth and sanitiser solution. Clean the work surface under the slicer and adjacent walls likely to be soiled. Do not re-connect power supply until required for use.  **N.B:** Refer to manufacturer's instructions accompanying the slicer for detailed cleaning information specific to the slicer model. |
| **Mixer** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | Remove beater, extension ring and mixing bowl and transfer to pan wash. Scrub or wipe down mixer thoroughly using sanitiser solution. Rinse and air dry. Clean underneath and adjacent walls likely to be soiled. Do not re-connect power supply until required for use. |
| **Potato Peeler** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Detach removable parts, soak and wash in sanitiser solution. Flush machine through with cold water to remove all peelings and debris. Remove collecting tray/basket, empty contents and wash in warm solution. Thoroughly rinse interior drum and basket surround. Clean external casing. Rinse all parts thoroughly and re-assemble. Allow to air dry and leave cover off until required for use. Clean underneath and adjacent walls where likely to be soiled. Do not re-connect power supply until required for use. |
| **Combination Ovens** |  | ***Manufacture’s Prescribed cleaning chemicals*** | As per Manufactures Instructions | As outlined by the cleaning chemical manufacturer. | 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*** | Not Applicable | Nitrile/Latex-free Gloves EN374 | After use - Switch off power supply and allow to cool. Wash down all surfaces and rinse. Brush floor under appliance and clean up spillages. |
|  | ***Greaselift RTU*** | Not Applicable | Nitrile/Latex-free Gloves EN374 | Weekly - Ensure appliances are switched off. Spray neat on to **warm** surfaces and allow contact time of 3-5 minutes. Thoroughly cover all surfaces to be cleaned, starting from the top and working downwards. Rinse off with water and allow to air dry.  For stubborn spoilage, repeat application and use scouring pad or brush. |
|  | ***Oasis Pro 20/***  ***EL20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | As required - Remove detachable parts of oven tops and soak in hot detergent solution. |
| **Steamer** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | After use - Switch off equipment. Turn off water supply. Remove trays and shelving for cleaning in pan 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*** | Not Applicable | Nitrile/Latex-free Gloves EN374 | As required - TO DESCALE: Brush surfaces with descaling solution, rinse with warm water and allow to air dry. |
| **Tea/Coffee Boiling Urns** |  | ***Multi EL 10/***  ***Descaler*** | 2 x 20ML Pumps per 5l of warm water | Nitrile Latex free Gloves EN374 | 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. |
| **Bain Marie and Hot Cupboards** |  | ***Oasis Pro 20 for washing down*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | After use - Switch off power supply and allow to cool. Remove containers and transfer to pan wash. Where a water bath is incorporated, drain to waste and clean out the bath. Wash down all surfaces and rinse. Remove deposits from door runners with a stiff brush. Brush floor under appliance and clean up spillages. |
| **Display Cabinet** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove all unsold items. 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, until next use. |
| **Microwave Oven** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ML trigger spray | Nitrile/Latex-free Gloves EN374 | 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. |
| **Fryer** |  | Multi EL10/  Greaslift RTU | 2 x 20 ml Pumps per 5l of warm water | Nitrile/Latex-free Gloves EN374 | After use - Switch off appliance and allow oil to cool. Remove food particles with fine wire mesh web. Wipe outside of fryer to remove spilt oil. Wash frying baskets in general purpose detergent. Dry and replace. Top up oil to required level if necessary. |
| **Sinks and Wash Hand Basins** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Clean with the general-purpose detergent. Remove tide marks from the bowl and drainer with a scouring pad or cloth. Include taps, waste outlets and splash-backs 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.  Ensure sufficient supply of towels and soap are maintained at the wash hand basin. |
| **Waste Bins** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Empty bins frequently throughout the day. Do not allow contents to overflow. 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. |
| **Equipment Racks and Shelving** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove stock and utensils/equipment from shelves and racking. Sweep debris off surfaces and sweep floor under. Clean with solution, rinse and allow to air dry. Replace stock and utensils/equipment. Ensure equipment is placed inverted as far as practicable. |
| **Dining Room Tables and Chairs** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Apply with sponge, cloth or hand sprayer. Wipe down table tops, edges, under-edges, seats and chair legs. Check that cruets, condiments and sauce bottles are clean and well stocked. |
| **Vending Machines** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Follow cleaning instructions as per manufacturer's cleaning schedule posted inside the vending machine, or in accordance with manufacturer's cleaning manual. Complete the cleaning record card. |
| **Temperature Probes** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Ensure that attention is given to probe needle. Rinse and allow to air dry or dry with paper towels. |
| **Trolley & wheels** |  | ***Multi EL 10*** | 2 x 20 mlPumps per 5l of warm water | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Ensure that attention is given to handles, legs, wheels and under edges. Rinse and allow to air dry or dry with paper towels. |
| **Flour Storage Bins** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | 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. Ensure scoop is cleaned on a regular basis & stored outside the container. |
| **Cling Film Dispensers** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Rinse and allow to air dry or dry with paper towels. |
| **Door Seals** |  | ***Oasis Pro 20*** | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Rinse and allow to air dry or dry with paper towels. |
| **PPE** |  | ***Oasis Pro 20*** | 1 Pump (from 30 ml) in 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Rinse and allow to air dry or dry with paper towels. |
| **Ice Machine** |  | ***Oasis Pro 20*** | 1 Pump (from 30 ml) in 600 ml trigger | Nitrile/Latex-free Gloves EN374 | Turn off unit & disconnect power supply before cleaning. Any remaining ice/ water in the storage drum should be removed. Warm, soapy water should be used for cleaning. Wipe the external surface with sanitiser and paper towels. The connectors of the water inlet/ outlet tubes are checked regularly and drained where required. |
| **Coffee Machines** |  | ***In accordance with manufacturer’s instructions*** |  | As outlined by the cleaning chemical manufacturer | Follow manufacturer’s instructions and use only prescribed cleaning chemicals in correct quantity. Ensure prescribed PPE is worn when handling.  Ensure **“Do Not Operate - Cleaning in Progress”** sign is put in place during cleaning. |
| **Food Processor** |  | Oasis Pro 20 | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Follow manufacturer’s instructions and use only prescribed cleaning chemicals in correct quantity. Ensure prescribed |
| **Bratt Pans** |  | EL 20 | 2 x 20 ml Pumps per 5l of warm water | Nitrile/Latex-free Gloves EN374 | After use - Switch off appliance and allow oil to cool. Remove any remaining food particles. Add dilution of detergent and wipe down inside of tray. Remove liquid and then rinse with clean water. Wipe down outside of bratt pan to remove spilt oil. |
| **Milk Dispenser** |  | Oasis Pro 20 | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Turn off unit & disconnect power supply before cleaning. Wipe interior with solution. Pay attention to base section. Wipe seals and door handles |
| **Paper Towel & Soap Dispensers** |  | Oasis Pro 20 | 20 ml via dispenser per 600 ml trigger spray | Nitrile/Latex-free Gloves EN374 | Remove debris. Apply solution with a cloth or hand sprayer. Rinse and allow to air dry or dry with paper towels. |
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