

Cleaning

Good Hygiene Practice
Guide No 12

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Legal Requirements

Food premises are required to be kept clean and maintained in good repair and condition.

All surfaces, fittings and equipment with which food comes into contact are to be effectively cleaned and where necessary disinfected.

Cleaning and disinfection are to take place at a frequency sufficient to void any risk of contamination.

Food Safety Hazards

Effective cleaning is more than just the removal of dirt, as it also ensures the avoidance of contamination. Where cleaning is not carried out properly and at regular intervals bacteria can quickly multiply and become established on work surfaces and equipment.

If a food business is found to have poor cleaning standards/and or insufficient procedures in place such as training, this could be subject to enforcement action by the inspecting Environmental Health Officers.

Definitions

- **Cleaning** - The act of removing dirt using water and a cleaning agent
- **Disinfection** - The reduction of micro-organisms on a surface through the use of heat or cleaning chemicals
- **Sanitising** - A cleaning process that reduces microbiological contamination through detergent + disinfection
- **2 stage clean** - A two stage cleaning process that involves both general cleaning and disinfection / sanitising
- **Clean as you go** - Removal of general debris / cleaning up spillages, throughout the task
- **Deep Clean** - The periodic cleaning of walls / floors / ceilings / equipment / ventilation etc which does not form part of the daily cleaning schedule

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HACCP Chart Reference

All Stages

Cleaning – General Guidance:

Compass Guidance:

- Only Compass approved chemical disinfectants compliant to BS EN 1276: 2009 or BS EN 13967: 2001 are to be used within catering premises.
- All staff should be trained in the appropriate cleaning standards and techniques, and should be familiar with the site specific cleaning schedule which outlines cleaning tasks for the site.
- Specific COSHH training must be undertaken prior to any cleaning tasks being undertaken - refer to Compass HSE E-Learning - H&S for Caterers.
- Colleagues should adopt a clean as you go approach throughout the day, removing dirt and debris and cleaning up spillages as and when they occur.
- Use disposable cloths or paper towels where possible for cleaning food contact surfaces.
- Where separate areas for raw and ready to eat foods have been provided avoid cross contamination from raw to ready to eat foods by providing colour coded cleaning equipment such as cloths and designating cleaning spray bottles specifically for use in that area.
- Ensure cleaning materials and equipment designated for cleaning ready to eat areas do not come into direct contact with cleaning materials designated with cleaning raw food preparation areas or the floor.
- Provide separate colour coded equipment for cleaning food and non-food areas such as bathrooms and toilets.
- Maintain cleaning equipment in a clean condition, replacing items when they become worn.
- Clean, rinse and dry mops after use.
- Ensure cleaning spray bottles and triggers are kept clean and free from food debris. Wash bottles and trigger heads preferably in a dishwasher once empty, allow the bottle to dry before re-filling.
- Ensure that there is a constant supply of hot water for cleaning purposes available within your unit.
- Store cleaning equipment and chemicals away from food in a suitable cleaning store to avoid contamination of food.



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2 Stage Cleaning

Compass Rules:

A two stage cleaning process will be needed where food contact surfaces, sinks or equipment have come into contact with raw meat or unwashed fruit and veg and always at the end of the day.

Stage 1

- Make up sanitiser solution using correct concentration as recommended by manufacturer
- Remove food debris with paper towel or suitable tool
- Surface clean with a colour coded / disposable cloth or blue paper towel
- Spray sanitiser and wipe clean

Stage 2

- Re-spray sanitiser
- Wipe with disposable cloth or blue paper towel and leave in contact with work surface for **1 minute**
- Rinse with clean water and air dry or dry with paper towel

Cleaning Cloths

Compass Rules:

- Paper towels, paper roll, reusable disposable dish cloths, reusable laundered dishcloths, tea towels, and non-metallic scouring sponges are allowed as cleaning aids.
- Metal or wire wool scouring pads are not permitted as cleaning aids.
- Where reusable cloths are used they should be effectively segregated by colour between general non-food, raw food preparation and ready to eat food preparation areas.
- Reusable disposable cloths and scouring pads should be discarded at the end of each day, or at the end of each week provided they are washed daily see guidance below.
- Reusable laundered cloths and towels should be:
 - Replaced throughout the day when soiled
 - Discarded when no longer in good condition, and
 - Washed at the end of each day in a way to destroy bacteria especially E.coli O157, e.g.
 - Professional or in-house laundry service
 - Hot machine wash cycle above 90°C, air dry or machine dry
 - Warm machine wash cycle, with anti-microbial washing powder, air or machine dry
 - Manual boil wash, air dry
 - Chemical soak in sanitiser for manufacturers contact time, air dry



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Cleaning Schedules

A cleaning schedule allows a site to log all catering equipment, surfaces, and structure, and identify the frequency it is required to be cleaned.

The cleaning schedule should additionally identify the type of cleaning required and the specific product to be used including dilution rates and contact times.

A cleaning schedule is also an important training tool used to ensure all colleagues are familiar with what needs to be cleaned, when it should be cleaned and how it should be cleaned, including important health & safety information. Cleaning task cards are available via the Ecolab Mobilisation page via the HSE website, where training tools and task cards can be downloaded to assist in completing the schedule.

A documented cleaning schedule is recommended for medium to larger catering units who may have many items / areas to clean, and a number of colleagues who may share responsibility for cleaning.

Please see **Appendix 1** for a blank copy of the Compass catering cleaning schedule. **Note:** a different version of this cleaning schedule is used in Ireland

ITEM	PRODUCT	COSHH HAZARD	DOSEAGE RATE	PPE REQUIRED	METHOD
Floors	Sevic Blue 02	Drivest	1:100 per litre	Rubber gloves	Wet mop or brush. Apply to clean areas using clean mop or long handle scrubber. Allow solution to dwell for 5 minutes, then mop up and leave to dry. Rinse mop and bucket with clean water. Allow to air dry.
Walls, Ceilings and Partwork	Sevic Blue 02	Drivest	1:100 per litre	Rubber gloves	Apply solution with sponge, cloth or hand sprayer. Work down from higher areas. Rinse with clean water. Allow to air dry.
Work Surfaces	Sevic Blue 300	Drivest	1:200 per litre	Rubber gloves	Remove debris. Apply solution with cloth or hand sprayer. Clean flat surfaces in gentle large and under edges. Rinse and allow to air dry. For vertical surfaces.
Cutting Boards	Sevic Blue 300	Drivest	1:200 per litre	Rubber gloves	Remove debris. Apply solution to both sides of board and edges. Rinse surface and allow to air dry. Can be routinely washed in dishwasher if available. Not additional cleaning. Clean with surface sanitizer to reduce bacteria. Cutting boards should be stored upright with cutting surfaces separated after cleaning and washing.
Refrigerators / Blast Chillers	Sevic Blue 300	Drivest	1:200 per litre	Rubber gloves	Check and separate fridge door. Check for spillages and wipe up. Sanitise inside and outside. Rinse and allow to air dry.
	Sevic Blue 300	Drivest	1:200 per litre	Rubber gloves	Wash. Transfer tools to cold glass. Remove shelving and wash in solution. Rinse inside with solution. Rinse outside with clean water. Wipe seats and door handles. Rinse with clean water. Replace shelving and tools.

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 procedures shown in COSHH Product Assessments for the cleaning product being used for each task.

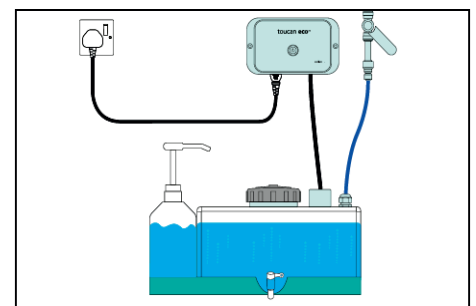
Creating A Cleaning Schedule:

- Complete the unit name and unit number.
- Identify the location of the equipment/structure to be cleaned. This can be left general for the catering unit or it can refer to a specific part of the catering unit e.g. pot wash, sandwich prep etc.
- Identify all the items to be cleaned in the unit or in the specific location within the unit.
- Record the name of the cleaning product that will be used for the task, the COSHH hazard indicated on the container (or Material Safety Data Sheet or COSHH Product Assessment), any product dosing information and the PPE that should be worn.
- Check the cleaning method as this may vary according to cleaning product and manufacturer.
- Train employees in correct work procedures.

Chemical Free Cleaning

There are currently 2 approved non chemical cleaning providers Toucan & Tesano, however only the Toucan system has been tested and accredited for use within a catering environment.

The **Toucan Eco** system allows a unit to make their own on-site multi surface disinfectant cleaner from cold water, salt and electricity in a process called electrochemical activation, which is a form of electrolysis. The electrochemical activation between the water and salt generates hypochlorous acid (HOCl), and sodium hypochlorite (NaOCl). Both chemicals are very widely used in traditional cleaning chemicals, such as in bleach and is effective at killing microorganisms, bacteria, spores, viruses and algae.



The solution is used 'neat' and it has an instant 'contact time' as the solution kills on contact with microorganisms. However, on the cleaning task card the contact time is marked as one minute, to ensure this is in-line with the minimal test period for the EN standard accreditations, (**BS EN 1276, BS EN 13697 & BS EN 14476**).

The solution does not require to be rinsed after the final clean and should be left to air dry.

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Clean As You Go

Clean as you go encourages all colleagues to adopt a principle of keeping the work area clean and tidy as colleagues work throughout the day, as opposed to leaving spillages and food debris unattended until the end of the shift / day.

Compass Guidance:

- Remove all delivery packaging and put food stock away into correct storage immediately
- Store food off the floor and ensure stockrooms are clean and tidy
- Clear up spillages immediately
- Pick up debris from the floor
- Clean and dry the floor
- Clean work surfaces and equipment once you have finished with them
- Remove dirty crockery and utensils from food prep areas
- Empty waste bins regularly, removing them from the kitchen environment where possible
- Remove trip hazards such as food boxes, crates, cages etc.



Deep Cleaning

Compass Guidance:

In addition to the daily / weekly cleaning of the catering unit, more detailed periodic cleaning will be necessary to remove build of dirt and grease in normally inaccessible areas including ventilation canopies, and ductwork, grease filters and behind larger equipment.

A specialist contractor should carry out periodic deep-cleans where necessary.

- Agree the frequency of deep-cleaning with your Regional Manager or Client.
- Where the client is responsible for the deep cleaning of the kitchen within contract, their procedure should be followed.
- It will depend upon the layout and usage of your catering area.

Ensure deep cleans are planned into your operational calendar to ensure the catering team have time to pre-prepare by removing food and portable catering equipment from the kitchen and disconnecting any larger equipment if required to fully facilitate the deep clean operation.

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Dishwashing

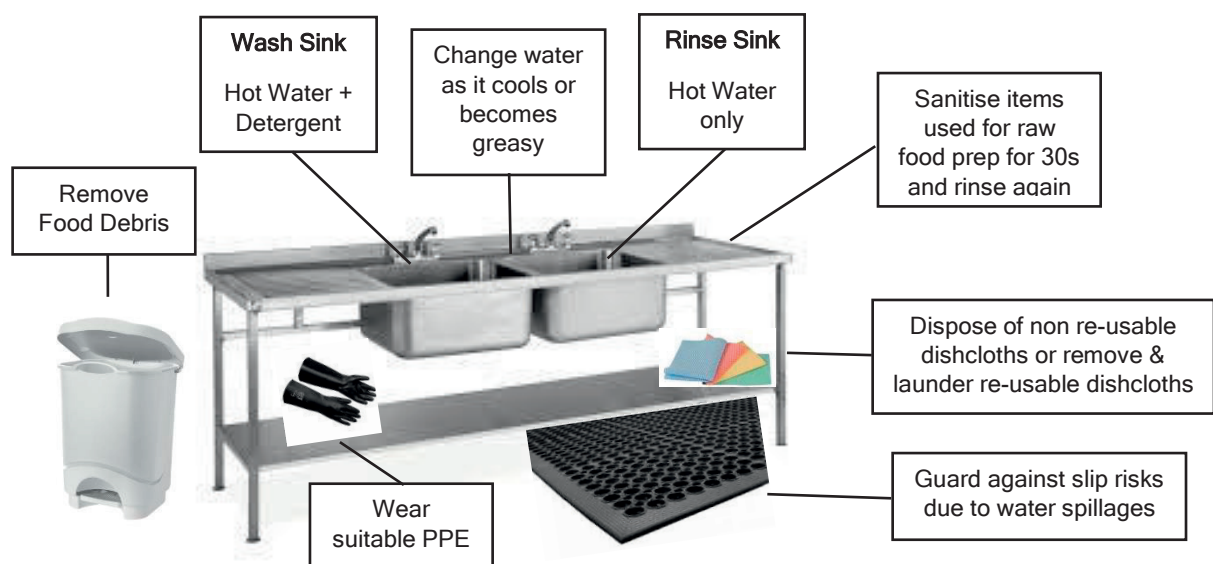
The purpose of dishwashing is to destroy any bacteria present on items used for the preparation and service of food through the use of either heat or a sanitiser for the correct contact time.

Mechanical Dishwashers

- Always operate the machine according to the manufacturer's instructions
- Ensure large food deposits are removed
- Pre-soak or spray items before loading unless the machine is fitted with a pre-wash cycle.
- Pack items properly on racks in an orderly fashion ensuring no overlap
- Operate the wash cycle with an approved detergent
- Operate the rinse cycle with an approved rinse aid
- Most commercial dishwashers will operate at an adequate temperature in order to sanitise items provided they are properly maintained, therefore it is not currently necessary to monitor the temperature of a mechanical dishwasher cycle
- Allow items to air dry on completion of machine operation.
- Ensure dishwashing machines are serviced annually or as the manufacturers instructions dictate to prevent lime scale build up
- Ensure all filters, drains and conveyor systems are kept clean
- Only trained colleagues to be used to remove any removable parts for cleaning purposes

Hand Dishwashing

- Avoid cross contamination risks by ensuring all items used for ready to eat food are **washed first** before any equipment used for the preparation of raw foods are washed.
- Clean down and sanitise sinks between uses.
- If equipment and knives are used for both raw and ready to eat food they must be suitably disinfected through the use of a sterilising sink between uses
- In Ireland you must have a double sink if you are washing by hand (one sink for washing and a separate for sanitising)



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Checks

Compass Guidance:

Unit Managers / Supervisors / Head Chef's must ensure that appropriate cleaning has been undertaken and that the catering premises is free from food contamination sources at the end of each shift / day.

If a documented cleaning schedule is in place, this should be used to verify that the catering equipment / areas listed have been satisfactorily cleaned according to the methodology stated.

The daily **Closing Checklist** will require the person in charge at the end of the shift / day to confirm that all cleaning has been undertaken satisfactorily.

Closing HSE Checklist				
Unit Name		Date		
Item No:	Question	Yes	No	Guidance
1	Has all food been stored away correctly?			Ensure no food is left out in the kitchen and that all food is stored in its designated locations overnight.
2	Is all food within 'Use By' date codes?			Check all ready-to-eat foods to ensure they are still within the manufacturers or Compass generated 'Use By' date for the following days use.
3	Is the kitchen clean and tidy, and all work surfaces sanitised?			Ensure all cleaning tasks outlined on today's cleaning schedule have been undertaken adequately.
4	Has all waste been removed from the kitchen?			The kitchen has been left in a tidy manner with all rubbish removed
5	Have all cleaning chemicals been stored away correctly?			All cleaning chemicals are stored away in their designated storage area and not in the kitchen.
6	Has all catering equipment been left in good working order? Have all defects to fixtures and fittings been reported?			Check that any defective equipment or fixtures and fittings have been logged accordingly and reported to the appropriate maintenance provider (Client or Compass). Please list below the specific item number and work order number.

Additional Guidance

1. Food Hygiene Training - Cleaning
 - Refer to **Good Hygiene Practice Guide No: 1 - Food Hygiene Training** for guidance on what food handlers are trained upon within the Compass Food Safety E-learning training
2. Prevention of cross contamination
 - Refer to **Good Hygiene Practice Guide No: 4 - Cross Contamination** for guidance on how to minimise cross contamination risks
3. Equipment maintenance & repair
 - Refer to **Good Hygiene Practice Guide No 14 - Food Premises** for guidance regarding catering equipment cleaning, service and maintenance

Unit Name:
Unit No:
Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Floors					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					Apply solution with sponge, cloth or hand sprayer. Work down from higher areas. Rinse with clean water. Allow to air dry.
Work Surfaces					Make up a solution using the correct dilution rate. Remove food debris. Wipe clean with a suitable colour coded cloth or paper towel. Ensure that attention is given to legs and under edges. Spray sanitiser and wipe clean. Re-spray with sanitiser. Wipe with disposable cloth or blue paper towel and leave in contact with work surface for 1 minute. Rinse and allow to air dry or dry with paper towels.
Cutting Boards					Remove debris. Apply sanitiser solution on to moistened board and scrub. Wipe surface and rinse. Re-spray with sanitiser. Wipe with disposable cloth or blue paper towel and leave in contact with work surface for 1 minute. 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					Check and organise fridges daily . Check for spillages and wipe up [spillages should be wiped up immediately].
					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.

SAFETY PRECAUTIONS

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Unit Name:
Unit No:
Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Deep Freezers					Check and organise freezers daily . Wipe down external surfaces and door seals. [Wipe up spillages immediately. Do not allow to freeze]
					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					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					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.

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Unit Name:

Unit No:

Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Mixer					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.
Food Processor					Detach removable parts, soak and wash in sanitiser solution. Wash casing. Rinse and air dry. Stack cutting blades in the storage rack provided with the appliance after cleaning and sanitising. Clean work table and adjacent walls where likely to be soiled. Do not re-connect power supply until required for use.
Potato Peeler					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.
Potato Chipper					Detach removable parts, soak and wash in sanitiser solution. Scrub cutting blades and hopper attachment using hard brush. Wipe down exterior casing. Rinse thoroughly, allow to air dry and re-assemble. Clean underneath and adjacent walls where likely to be soiled. Do not re-connect power supply until required for use.

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Unit Name:

Unit No:

Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Fryer					<p>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.</p> <p>Weekly - 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.</p>
Ovens and Grills					<p>After use - Switch off power supply and allow to cool. Wash down all surfaces and rinse. Brush floor under appliance and clean up spillages.</p> <p>Weekly - Ensure appliances are switched off. Spray neat on to <u>warm</u> surfaces and allow contact time of 5 to 30 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 soilage, repeat application and use scouring pad or brush.</p> <p>As required - Remove detachable parts of oven tops and soak in hot detergent solution.</p>

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Unit Name:

Unit No:

Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Steamer					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.
Tea/Coffee Boiling Urns					As required - TO DESCALE:..... Brush surfaces with descaling solution, rinse with warm water and allow to air dry. 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					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.
					Weekly - Dismantle the shelves and doors if detachable. Scrub all parts with solution, rinse and air dry. Re-assemble. TO DESCALE: Brush surfaces with descaling solution, rinse with warm water and allow to air dry.

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Unit Name:

Unit No:

Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Display Cabinet					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					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.
Sinks and Wash Hand Basins					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.
Waste disposal unit					Ensure sufficient supply of towels and soap are maintained at the wash hand basin. 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.

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Unit Name:
Unit No:
Location:

ITEM	PRODUCT	COSHH HAZARD	DOSAGE RATE	PPE REQUIRED	METHOD
Waste Bins					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					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					Apply with sponge, cloth or hand sprayer. Wipe down table tops, edges, under-edges, seats and chair legs. Check that cruetts, condiments and sauce bottles are clean and well stocked.
Vending Machines					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.
Ice Machine					Daily - clean the external and hand contact surfaces of the ice machine using the sanitiser spray, ensuring a minimum 1 minute contact time 2 Weekly – Empty the ice machine and clean internally, ensuring all contact surfaces are sanitised. Rinse well with clean water and a clean cloth to remove any sanitiser residue
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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Unit Name:

Unit No:

Location:

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

SAFETY PRECAUTIONS

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