

Cleaning and Sanitising Record (2 weeks) Template - Used to record your cleaning schedule (2 weeks). It may be useful to adapt this template for daily, weekly, fortnightly and/or annual cleaning and sanitising schedules and checklists.

Area/ equipment	Frequency	Person(s) responsible	Week starting date:							Week starting date:						
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Supervisor to initial when task completed to satisfaction. Use X when not used.																
<ul style="list-style-type: none"> ✓ Ensure that food preparation areas/ equipment are free from food waste, dirt, grease, and odours. ✓ Follow the manufacturer's instructions when cleaning specific equipment. ✓ Ensure staff have the knowledge and skills to effectively clean and sanitise. ✓ Don't forget less obvious areas like extraction filters, cool room ceilings, plastic door strips, toilet doors, ceiling fans, and light switches. 																