

**Cleaning Schedule & Inspection Check List for Food Preparation & Service Areas**  
 For Week Ending \_\_\_\_/\_\_\_\_/2008

<b>Item/Area</b>	<b>Equipment/Materials &amp; Method</b>	<b>Staff responsible</b>	<b>Frequency</b>	<b>Checked By and remarks</b>
Work surfaces that may have food contact.	Sanitizer Disposable cloths or paper. Spray & allow 30 seconds contact before wiping off.	All staff preparing or re-heating food.	Ongoing and after each use	
Fridge's,	Sanitizer Disposable cloths or paper Spray & allow 30 seconds contact before wiping off.	All staff preparing or re-heating food.	Weekly and after any spillages	
Microwaves,	Sanitizer Disposable cloths or paper. Spray & allow 30 seconds before wiping off.	All staff preparing or re-heating food.	Daily and after any spillages.	
Shelving & Cupboards where there is no potential direct food contact.	Heavy-duty degreaser. Scourers heavy-duty dish cloths. (Vacuum cleaner hose for reaching back corners.)	Cleaner	Weekly	
Sinks	Sanitizer Disposable cloths or paper. Spray & allow 30 seconds before wiping off	All staff preparing or re-heating food.	Ongoing and after each use	
Floors Walls	Vacuum cleaner or brush. Heavy-duty degreaser. Mops, scourers heavy-duty dish cloths.	Cleaner	Daily, and after any spillage.	
Boards Knives Tools Pans Plates Cups & glasses.	Dishwasher. Detergent & rinse aid.	All staff preparing or re-heating food.	Ongoing after each use.	
Counter area and work surfaces that may have food contact,	Sanitizer Disposable cloths or paper. Spray & allow 30 seconds contact before wiping off.	All staff preparing, serving or re-heating food.	Ongoing and after each use	

**COMMENTS.**

**Cleaning Schedule & Inspection Check List for Food Preparation & Service Areas**  
 For Week Ending \_\_\_\_/\_\_\_\_/2008

Item/Area	Equipment/Materials & Method	Staff responsible	Frequency	Checked By and remarks
Work surfaces that may have food contact.				
Fridge's,				
Microwaves,				
Shelving & Cupboards where there is no potential direct food contact.				
Sinks				
Floors Walls				
Boards Knives Tools Pans Plates Cups & glasses.				
Counter area and work surfaces that may have food contact,				

**COMMENTS.**