

Cleaning Program

Job number	Fittings/equipment	Cleaning tools and products	Cleaning procedures	How often
<i>eg: 1</i>	<i>Kitchen Floors</i>	<i>Mop, bucket, hot water, floor cleaner</i>	<i>Mop all floors using floor cleaner</i>	<i>Daily and after any spills</i>
<i>eg: 2</i>	<i>Food preparation benches</i>	<i>Pink cleaning cloth, blue cloth, cleaning solution spray bottle, sanitiser spray bottle</i>	<i>Use pink cloth to scrap food scraps into bin. Spray bench with cleaning solution and wipe down with pink cloth. Spray bench with sanitiser and wipe with blue cloth to cover entire bench. Allow to air dry.</i>	<i>After raw food is prepared After each batch of food is prepared Before closing for the day</i>

This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.



For more information, visit our website www.logan.qld.gov.au, or contact an Environmental Health Officer on 3412 3412.
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Cleaning Schedule

Date	Job number - tick if completed														Signature	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14		
<i>E.g. 28/10/2010</i>																<i>John Smith</i>

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