

Cleaning and sanitising procedure



Item/equipment	How often	Cleaning method	Sanitising method	Responsibility	Comments

- › Use warm to hot water to help remove grease etc.
- › Use an effective detergent for your application (depends on residue/equipment).
- › Ensure that the surface looks, feels, and smells clean.
- › Use a sanitiser after cleaning, for all food contact surfaces.
- › Follow the manufacturer’s instructions for all chemicals.
- › Take care to not re-contaminate surfaces and equipment after cleaning and sanitising.

Cleaning and sanitising record (2 weeks)



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.																

- › 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.