

# BASIC CLEANING & SANITISING SCHEDULE



## DAILY:

- All utensils, crockery, cutlery, pots and pans.
- Equipment such as meat slicers, toasters, microwaves, stoves, salamanders, cutlery boards/blocks.
- All handles of doors, fridges, freezers, coolrooms and the hand basins.
- All food preparation benches, sinks, taps, customer tables, chairs, counters.
- Milkshake mixer, dish/glass washing machine/sinks, coffee machine, can opener, microwave oven.
- Floor and walkways.
- Fridge (rubber) door seals.
- All staff/patron toilets, change rooms.
- Footpath at front, rear yard area, garbage area, waste oil drums.
- Cleaning equipment including mop, bucket and broom.

## WEEKLY:

- Floors/walls behind and beneath all stoves, fridges, appliances.
- All floor/wall intersections.
- All shelves, behind and beside benches, cupboards.
- All flyscreens (windows, doors).
- Coolroom interior (floor, walls, shelving).
- Exterior of all ingredient containers, bins.
- Interior of all wok burners, ovens, hot plates, salamander, more inaccessible areas of any large appliances.
- Telephone/cash register.
- Cutlery drawers.
- Cupboards, cabinets and drawers.
- All refrigerators, freezers, internally and externally and defrost where necessary.
- Windows, window sills, shelving, ledges.
- Rear yard, all rubbish bins.
- Dry goods store room.

## MONTHLY:

- Air-conditioning grilles/registers.
- Light fittings, ceiling fans.
- Pipes, conduits.
- Interior of all exhaust canopies, grease gutters.
- Steam clean carpets (professional suggested).
- Check for any vermin infestations.

## THREE MONTHLY:

- Steam clean exhaust ventilation ductwork, check exterior fan/cowls (on roof).
- Arrange for grease trap to be cleaned out.
- Ceilings throughout including exhaust registers in internal rooms/toilets.
- Arrange for professional pest control including interior of all suspended ceilings.
- Ensure professional check/maintenance of air conditioning supply, filters where applicable.

*This schedule is an indication only and should be adjusted to suit a particular business.*