

Simple Cleaning Checklist

This plan forms part of your system, and may be used as part of any due diligence defence. Sign each item you complete (either daily or weekly) if applicable to the business

Suggested minimum cleaning schedule	MON	TUE	WED	THU	FRI	SAT	SUN
Daily Cleaning							
All used utensils							
All work surfaces							
All used equipment & machinery							
Floors							
Sinks and WHBs (Wash Hand Basins)							
Waste containers							
Food display equipment/ utensils							
Protective clothing							
Wiping cloths							
Additional items:							

Suggested minimum cleaning schedule	MON	TUE	WED	THU	FRI	SAT	SUN
Weekly Cleaning (in addition to above)							
Ceilings							
Canopies and extractors							
All cooking equipment							
Water containers (mobiles only)							
External surfaces (mobiles only)							
Storage shelving							
Signage							
Refrigerator(s)							
Storage containers							
Under fixed units / equipment							
Dry storage areas, including walls, floors and shelving							
Waste storage areas							
Extractor filters solid type							
Additional items:							

Notes/comments:

Weekly Manager Signature _____