Cleaning schedule

Fill in details of all the items you clean

Item	Frequency of cleaning					Precautions e.g. wear gloves or goggles	Method of cleaning
	After use	Every shift	Daily	Weekly	Other		
Work surface	**x**					*Wear gloves*	*1. Remove any obvious food and dirt.* *2. Wash the surface with hot soapy water (detergent diluted according to manufacturer's instructions) to remove grease and any other food and dirt.* *3. Rinse with clean water to remove the detergent and loosened food and dirt.* *4. Apply a disinfectant. Make sure you leave it on for the contact time recommended by the manufacturer.* *5. Rinse with clean water to remove the disinfectant.* *6. Leave to dry naturally or use a clean disposable cloth.*

EXAMPLE

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