

# Daily Kitchen Cleaning Schedule

[Logo]  
[Company Name]  
[Company Details]

Cleaning	Frequency	Method/Chemicals	Health & Safety	Who
Floor	Daily	Floor swept and mopped using hot water and detergent. Mopped with clean water.	Slippery Floor Signs	
Walls	Once per week	Cleaned using cloth, hot water and detergent, rinsed with clean hot water.		
Ceiling	Once every 3 months	Cleaned using cloth, hot water and detergent, rinsed with clean hot water.		
Doors	Once per week	Cleaned using cloth, hot water and detergent, rinsed with clean hot water.		
Lighting	Once per month	Lights switched off, diffusers removed then cleaned using cloth, hot water and detergent, rinsed with clean hot water.		
Extractor Ducts	At least twice per annum	By specialist contractor.	RA provided by contractor.	
Channel Drains	At least once per week	Flush though with floor cleaner.	Slippery Floor Signs	
Walk-in Chillers	At least once per week	Fans switched off, sanitiser applicer to walls and left of for contact time, then rinsed is needed.	Slippery Floor Signs	
Walk-in Freezers	At least once per month	Fans switched off, sanitiser applicer to walls and left of for contact time, then rinsed is needed.	Slippery Floor Signs	
Ventilation Canopy	At least once per week	Fans switched off, and isolated. Allowed to cool.	Allow equipment to cool.	
Sinks	Throughout day	Rinsed with hot water and drained. Sanitiser applied, left to react and rinsed.		