

# SFBB Safe Method Cleaning Schedule

Cleaning | UK

WEEK COMMENCING ____ / ____ / ____	BUSINESS NAME	MANAGER
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## DAILY CLEANING TASKS

- Worktops — clean and sanitise between tasks  
Antibacterial spray or sanitiser, disposable cloth
- Chopping boards — wash, sanitise, air dry
- Sinks — clean after each use
- Floors — sweep and mop at end of service  
Hot water with floor cleaner
- Hob, grill, and fryer surfaces — wipe down
- Handwash basins — check soap and towels
- Bins — empty, clean, re-line
- Dishwasher — check temp, run end-of-day cycle
- Cloths — replace or launder, colour-coded
- Toilets — clean and stock soap and towels
- Food display areas — clean and sanitise

Staff initials (daily tasks completed) \_\_\_\_\_

## WEEKLY CLEANING TASKS

- Fridge interior — empty, clean, sanitise  
Antibacterial cleaner, check seals and drainage
- Freezer — check for ice build-up, clean exterior
- Oven interior — use oven cleaner, rinse
- Microwave — clean inside and turntable
- Shelving and storage racks — wipe down
- Walls behind cooking equipment
- Extraction canopy filters — degrease
- Light switches and door handles — sanitise

Staff initials (weekly tasks completed) \_\_\_\_\_

## MONTHLY CLEANING TASKS

- Deep clean behind and under equipment
- Freezer — full defrost and clean
- Dry store — clear, clean shelves, check stock
- Extraction ductwork — check and clean
- Drainage and grease traps — clear and clean

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- Ceiling and high-level surfaces — wipe
- Pest control check — bait stations, entry points

Staff initials (monthly tasks completed) \_\_\_\_\_

Manager review signature \_\_\_\_\_

**Notes**

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