



MASTER CLEANING SCHEDULE

SECTION: DISHWASH AREA

Cleaner Name _____
 Cleaner Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Dishwasher exterior	3							
Dishwasher interior	7							
Dishwasher descale (check if scaled)	as required							
Receiving area surfaces & shelves	7							
Prewash basin, spray & taps	7							
Exit table	7							
Drying racks	2							
Shelves for clean items	1							
Table legs and supports	4							
Hard to reach floor areas	3							
General floor areas	7							
Walls	2							
Ceilings (clean if visibly dirty)	as required							
Lights (clean if visibly dirty)	as required							
Drains	3							



MASTER CLEANING SCHEDULE

SECTION: MANUAL SCULLERY AREA

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Receiving area surfaces & shelves	7							
Wash and rinse basins & taps	7							
Drying racks	2							
Shelves for clean items	2							
Nylon cutting board racks	3							
Smalls containers	2							
Table legs and supports	4							
Hard to reach floor areas	3							
General floor areas	7							
Walls	2							
Ceilings (clean if visibly dirty)	as required							
Lights (clean if visibly dirty)	as required							
Drains	3							



MASTER CLEANING SCHEDULE

SECTION: FOOD PRODUCTION

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Processing surfaces (after each shift)	7							
Shelves	4							
Table legs and supports	4							
Hard to reach floor areas	3							
General floor areas (after each shift)	7							
Walls	2							
Ceilings (clean if visibly dirty)	as required							
Lights (clean if visibly dirty)	as required							
Food contact equipment (after each use)	each use							
Drains	3							

MASTER CLEANING SCHEDULE

SECTION: HOT PRODUCTION (page 1)

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Extractor hood - general	1							
Extractor hood - filters & grease traps	1							
Oven	7							
Flat top	7							
Grill	7							
Cookers	4							
Salamander	3							
Bain marie	7							
Warmer	3							
Oil fryer	7							
Legs and supports to above equipment	4							
Gas pipes and taps	3							



MASTER CLEANING SCHEDULE

SECTION: HOT PRODUCTION (page 2)

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Electrical cords	3							
Processing surfaces (after each shift)	7							
Shelves	4							
Table legs and supports	4							
Hard to reach floor areas	3							
General floor areas (after each shift)	7							
Walls	2							
Ceilings (clean if visibly dirty)	as required							
Lights (clean if visibly dirty)	as required							
Drains	3							



MASTER CLEANING SCHEDULE

SECTION: SERVERY

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Extractor hood - general	1							
Extractor hood - filters & grease traps	1							
Flat top	7							
Surfaces (after each shift)	7							
Shelves	4							
Table legs and supports	4							
Hard to reach floor areas	3							
General floor areas (after each shift)	7							
Walls	2							
Ceilings (clean if visibly dirty)	as required							
Lights (clean if visibly dirty)	as required							
Food contact equipment (after each use)	each use							
Bain marie/ Hot display	7							
Cold display	7							
Drains	3							



MASTER CLEANING SCHEDULE

SECTION: DRY STORAGE

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Door	2							
Door handle	7							
Shelves	3							
Hard to reach floors & skirting	1							
Walls	1							
Ceiling	1							
Lights	1							
Floor	7							
Food containers	Afrter use							



MASTER CLEANING SCHEDULE

SECTION: COLD ROOM & FREEZER ROOM

Cleaner Name _____
 Cleaner Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Door	2							
Door handle	7							
Door seals	1							
Shelves	3							
Hard to reach floors & skirting	1							
Walls	1							
Ceiling	1							
Lights	1							
Floor	7							
Cooling Unit & Fan covers	1							



MASTER CLEANING SCHEDULE

SECTION: SMALL FRIDGES

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Door	2							
Door handle	7							
Door seals	2							
Shelves	3							
General interior	2							



MASTER CLEANING SCHEDULE

SECTION: REFUSE AREAS

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Floors	7							
Doors	2							
Wall	2							
Ceilings (check if dirty)								
Skips/ Bins	3							
Dustbins & lids in kitchen	7							



MASTER CLEANING SCHEDULE

SECTION: CLEANING EQUIPMENT

Cleaner	Name _____
Cleaner	Name _____

Area to be cleaned	Frequency	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Mops	7							
Mop buckets & squeezing devises	7							
Cloths	7							
Brushes	7							
Squeegees	7							