

# Simple Cleaning Plan Template

When completed this template will provide a suitable Cleaning Plan for a small business.

*The FBO or Responsible Person should review the Cleaning Plan options provided and then draw up a Cleaning Plan or Cleaning Plans suitable for their business operations.*

Cleaning Plan for: \_\_\_\_\_

Date: \_\_\_\_\_

Area/items to be cleaned	Frequency of cleaning				Chemicals to be used, include any dilution requirements and any contact times	Method of cleaning	Precautions e.g. use of specific personal protective equipment
	Clean as you go	Daily/ end of shift	Weekly	Other			
<b>For example</b> Work surfaces		✓	✓		Detergent in hot water  Sanitiser spray - 30 seconds Contact Time.	Wash with hot water and detergent to remove food debris. Rinse with fresh water, leave to air dry. Sanitise, 30 second Contact Time. Air dry.	Consider use of suitable gloves to reduce dermatitis risk.



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