

# Detailed Cleaning Plan Template

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/ item to be cleaned	Frequency of cleaning				Chemicals used  Provide information on type of chemicals used (add full details to the Cleaning Products Register). If dilution or contact time needed give details and also add information to Cleaning Products Register.  Disinfectant/sanitiser must be EN 1276 or EN13697.  Chemicals that are hazardous to health <b>MUST HAVE A COSHH RISK ASSESSMENT.</b>	Method of cleaning <b>General requirements</b>  Manufacturer's instructions must be followed.  Single use cloths <b>MUST</b> be used for cleaning food contact areas/equipment.  Re-usable cloths <b>MUST</b> be frequently laundered (boil wash).	Precautions e.g. use of specific personal <b>protective equipment</b>  Must be in accordance with manufacturer's instructions/ COSHH assessment.  <b>Add details</b> e.g. use of gloves and goggles.	Applies or N/A
	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other				
<b>Structure</b>								
<b>Floors</b>		✓			Floor cleaner or detergent  Degreaser as needed	Sweep up dirt and debris. Mop clean with hot water and detergent/floor cleaner/degreaser. Leave to dry and use wet floor signage as necessary.		

<b>Walls in food preparation areas</b>	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other	Detergent Disinfectant/sanitiser Degreaser as needed (e.g. around fryers or cookers)	Clean with hot water and detergent, rinse. Dry. Disinfect or sanitise, ensure correct contact time, rinse, leave to dry. Use degreaser to remove grease deposits.	Use of gloves and goggles.	
<b>Hand contact surfaces</b> e.g. door handles, switches, taps					Detergent Disinfectant Toilet Cleaner	Clean with hot water and detergent, rinse. Dry. Disinfect or sanitise. Ensure correct contact time. Rinse. Leave to dry.		
<b>Toilets</b>					Detergent, Disinfectant, Toilet cleaner	Clean cubicle with detergent and hot water. Clean hand wash basin with hot water and detergent, rinse, disinfect. Ensure correct contact time, rinse, leave to dry. Clean toilet bowl with toilet cleaner, using designated toilet brush.  Clean and disinfect hand contact points e.g. flush mechanism, light switches, door handles. Leave to dry.  USE SEPARATE CLOTHS for toilet areas.	Use of gloves and goggles.	

<b>Walls and doors away from open food</b>	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other	Detergent	Wash with detergent and hot water.  Leave to dry.		
<b>Windows/ glass areas</b>					Water and/or “food safe” window cleaner	Clean, rinse, leave to dry. Use “food safe” chemicals.		
<b>Ceilings</b>					Detergent	Remove debris, wash with hot water and detergent, air dry.		

## Fixtures and Fittings

	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other				
<b>Food contact surfaces</b> e.g. worktops					Detergent Disinfectant/sanitiser	Remove dirt/grease, debris. Clean with hot water and detergent, rinse, leave to dry.  Disinfect or sanitise, rinse, dry. Ensure correct contact time.		
<b>Hand contact surfaces</b> e.g. tills, card machines, counters					Detergent Disinfectant/sanitiser	With electronic equipment turn off power supply and carefully wipe down with sanitiser then dry. For other, non-sensitive surfaces, clean with hot water and "food safe" detergent, rinse, leave to dry. Disinfect or sanitise, rinse, leave to dry. Ensure correct contact time.		
<b>Other surfaces</b> e.g. cupboards, racking/shelving					Detergent	Remove dirt, debris. Clean with hot water and detergent, rinse, leave to dry.		

<p><b>Sinks and wash hand basins</b></p>	<p>Clean as you go / after each use</p>	<p>Daily / end of shift</p>	<p>Weekly</p>	<p>Monthly / other</p>	<p>Detergent Disinfectant/Sanitiser</p>	<p>Clean with hot water and detergent, rinse, leave to dry. Disinfect or sanitise, rinse, leave to dry. Ensure correct contact time.</p>		
<p><b>Lights, ventilation, fixed fans etc.</b></p>					<p>Detergent Degreaser</p>	<p>Turn off power supply. Wipe down with hot water and detergent, rinse, leave to dry. Use degreaser to remove grease deposits, rinse, leave to dry.</p>	<p>Use of gloves and goggles.</p>	
<p><b>Oven canopies/ extraction</b></p>					<p>Detergent Degreaser</p>	<p>Turn off power supply. Clean canopy inside and out with hot water and detergent.</p> <p>Use degreaser to remove grease deposits. Rinse, dry.</p> <p>Clean filters following manufacturer's instructions.</p> <p>Clean extractor vents with hot water, detergent and degreaser as required.</p>	<p>Use of gloves and goggles.</p>	

<b>Storage areas – not for open food</b>	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other	Detergent	Remove debris. Wash down with detergent and hot water. Rinse. Leave to dry.		
<b>Internal waste bins</b>					Detergent Disinfectant	Remove all waste to outdoor storage. Wash bins and lids with hot water and detergent inside and out in an area away from food. Leave to dry then sanitise/disinfect. Ensure correct contact time.		

## Equipment and utensils

	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other				
<b>Refrigerators, chillers, microwave ovens</b>					Detergent "Food safe" disinfectant/ sanitiser	<p>Switch off power supply. Transfer food to suitable storage. Remove debris from around and within equipment. Wash inside and out with hot water and "food safe" detergent. Pay particular attention to door seals and handles.</p> <p>Rinse, dry, disinfect or sanitise with "food safe" chemicals, ensuring correct contact time. Rinse and dry.</p>		
<b>Freezers</b>					Detergent "Food safe" disinfectant/ sanitiser	<p>Switch off power supply. Transfer food to suitable storage. Defrost. Wash inside and out with hot water and "food safe" detergent.</p> <p>Rinse, dry, disinfect or sanitise with "food safe" chemicals, Ensure correct contact time, rinse and dry.</p>		
<b>Cookers, ranges, grills, griddles</b>					Detergent Degreaser	<p>Switch off power supply. Remove food debris. Clean with hot water and detergent. Use degreaser/oven cleaner to remove grease spots and build up.</p> <p>Follow any other specific manufacturer's cleaning instructions.</p>	Use gloves and goggles.	

<p><b>Ovens</b></p>	<p>Clean as you go / after each use</p>	<p>Daily / end of shift</p>	<p>Weekly</p>	<p>Monthly / other</p>	<p>Detergent Degreaser Oven Cleaner</p>	<p>Switch off power supply.</p> <p>Remove dirt, grease and debris. Wash with hot water and detergent or degreaser to remove grease build up.</p> <p>Follow any other specific manufacturer's cleaning instructions.</p>	<p>Use gloves and goggles.</p>	
<p><b>Deep fat fryers</b></p>					<p>Detergent Degreaser</p>	<p>Switch off power supply. Use safe system of work used for emptying frying oil. Follow specific manufacturer's instructions for cleaning process.</p>	<p>Use of gloves and goggles.</p>	
<p><b>Complex equipment such as slicers and mixers</b></p>					<p>Detergent Disinfectant/sanitiser</p>	<p>Switch off power supply. Follow manufacturer's specific cleaning instructions.</p> <p>Ensure both hygiene and Health &amp; Safety requirements are met.</p> <p><b><i>Separate equipment must be provided for raw and ready to eat foods.</i></b></p>		



<p><b>Food holding equipment</b> e.g bain-maries, refrigerated display units</p>	<p>Clean as you go / after each use</p>	<p>Daily / end of shift</p>	<p>Weekly</p>	<p>Monthly / other</p>	<p>Detergent “Food safe” sanitiser/disinfectant</p>	<p>Switch off power supply. Transfer food to suitable storage. Remove debris from around and within equipment.</p> <p>Wash inside and out with hot water and “food safe” detergent.</p> <p>Rinse, dry, disinfect or sanitise with “food safe” materials. Ensure correct contact time. Rinse and leave to dry.</p>		
<p><b>Tools and utensils in contact with food</b> e.g.</p> <p>Chopping boards</p> <p>Food preparation and service utensils such as knives, tongs, spatulas, spoons</p> <p>Food containers,</p> <p>Cutlery and crockery</p> <p>Delivery/ transportation boxes</p> <p>Handheld tools e.g. liquidisers</p>					<p>Detergent “Food safe” disinfectant/sanitiser</p>	<p><b>Use single-use cloths where possible.</b></p> <p>Where reusable cloths are essential good hygienic cloth management is required.</p> <p>Remove dirt, grease and food debris with “food safe” detergent and hot water. Rinse and leave to dry. Disinfect/ sanitise, ensuring appropriate contact time. Rinse and leave to dry.</p> <p>Or</p> <p>Use dish washer when available. When using a dish washer it should reach a temperature of 82°C, to achieve “disinfection temperature”.</p>	<p>Consider use of gloves when washing up manually, to reduce dermatitis risk.</p>	

<b>Heated display units, bain-maries, warmers</b>	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other	Detergent Degreaser "Food safe" disinfectant/sanitiser	Hot water and detergent to remove dirt, grease, and debris. Follow manufacturer's cleaning instructions.  Rinse and leave to dry. Disinfect/sanitise, ensuring appropriate contact time. Rinse and leave to dry.		
<b>Pots and pans, cutlery and crockery</b>					Detergent	Remove food debris, clean with hot water and detergent. Rinse, air dry.  Or use dishwasher.		

**Other**

<b>Specialist equipment</b> e.g. coffee machines, ice machines etc.	Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other				
<b>Front of house areas</b>								
<b>External areas</b> e.g. waste areas and drains								

## Other

Clean as you go / after each use	Daily / end of shift	Weekly	Monthly / other				



Scan the QR code or visit [ncass.org.uk/safetymanagementsystem](https://ncass.org.uk/safetymanagementsystem) for additional resources.