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| Daily Cleaning checklist | Monday | Tuesday | Wednesday | Thursday | Friday |
| Clean surfaces and equipment throughout food handling |  |  |  |  |  |
| Wipe up spills immediately |  |  |  |  |  |
| Wash surfaces/equipment thoroughly with hot water and detergent between tasks |  |  |  |  |  |
| Wash equipment and utensils with hot water and detergent until clean. Rince with clean water. Air dry or dry with a clean tea towel |  |  |  |  |  |
| Wipe clean and sanitise bench tops |  |  |  |  |  |
| Sweep and mop floors with a detergent solution. Air dry |  |  |  |  |  |
| Bins must be kept clean and stored in a way that does not attract pests or cause bad odours |  |  |  |  |  |
| Clean and sanitise used aprons, tea towels and reusable cloths |  |  |  |  |  |
| Keep separate handwashing area clean |  |  |  |  |  |
| All cleaning chemicals must be suitable to be used with food and only used following the manufacturer’s instructions.  Keep stored out of reach of children and away from food |  |  |  |  |  |
| Use paper towels if possible. Use to dry hands and wipe up swills. Dispose of immediately |  |  |  |  |  |
| Dishcloths must be replaced or sanitised daily. If they have come into contact with raw meat, they must be sanitised with hot water or chemicals or thrown away. |  |  |  |  |  |
| Do not use tea towels that are intended to be used for drying dishes for mopping up spills or drying hands |  |  |  |  |  |
| At the end of the day:  Clean and sanitise the kitchen, eating area, all food contact surfaces and food handling equipment, where appropriate  Use a checklist to record and to make sure nothing is overlooked |  |  |  |  |  |