Kitchen Manual Appendix 1: Cumberland Care: Cleaning schedule

This generic cleaning schedule covers the majority of kitchen related cleaning. If you identify additional items, you can add them using the blank table at the end.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | |  |
| **Item** | **Cleaning rate** | | | | | **Method of cleaning** |
| **After use** | **Daily** | **Weekly** | **Other** |  | |
|  | | | | | | |
| Food preparation areas and chopping boards | **x** |  |  |  | * Remove any obvious food and dirt. * Wash the surface with hot soapy water containing detergent (diluted according to manufacturer’s instructions) to remove grease and other food and dirt. * Rinse with clean water to remove the detergent and loosened food and dirt. * Apply sanitizer. Make sure you leave it on for the recommended contact time. * Leave to dry naturally. | |
| General work surfaces, walls behind work surfaces, floors, sinks, microwave ovens, tables, counters, shelving, trolleys, kitchen utensils, crockery and cutlery |  | **x** |  |  | * Remove any obvious food and dirt. * Wash the surface with hot soapy water containing detergent (diluted according to manufacturer’s instructions) to remove grease and other food and dirt. * Rinse with clean water to remove the detergent and loosened food and dirt. * Apply sanitizer. Make sure you leave it on for the recommended contact time. * Leave to dry naturally. * Hot trolleys and RIBA boxes wiped down daily and thoroughly cleaned weekly. * Any other trolley should be cleaned after use. | |
| Temperature probe | **X** |  |  |  | * Remove any obvious food and dirt. * Wash the probe with hot soapy water containing detergent (diluted according to manufacturer’s instructions) to remove grease and other food and dirt. * Rinse with clean water to remove the detergent and loosened food and dirt. * Apply sanitizer and leave to dry naturally. | |
| Kitchen equipment. General – microwave, serving area. | **x** | **x** |  |  | * Ensure that electrical items are switched off and isolated. * Ensure the equipment is cool before cleaning. * Remove any obvious food and dirt. * Wash the surfaces with hot soapy water containing detergent (diluted according to manufacturer’s instructions) to remove grease and other food and dirt. * Rinse with clean water to remove the detergent and loosened food and dirt. * Apply sanitizer. Make sure you leave it on for the recommended contact time. * Leave to dry naturally. | |

Kitchen Manual Appendix 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | |  |
| **Item** | **Cleaning rate** | | | | **Method of cleaning** |
| **After use** | **Daily** | **Weekly** | **Other** |
|  | | | | | |
| Kitchen equipment. General – microwave, serving area. | **x** | **x** |  |  | * Ensure that electrical items are switched off and isolated. * Ensure the equipment is cool before cleaning. * Remove any obvious food and dirt. * Wash the surfaces with hot soapy water containing detergent (diluted according to manufacturer’s instructions) to remove grease and other food and dirt. * Rinse with clean water to remove the detergent and loosened food and dirt. * Apply sanitizer. Make sure you leave it on for the recommended contact time. * Leave to dry naturally. |
| Mixers, slicers, potato tumblers (higher risk equipment). **Only to be carried out by** **authorised staff over the age of 18.** |  |  |  |  |  |
| Deep fat fryers  **Only to be carried out by authorised staff over the age of 18.** |  |  |  | **x** | * ENSURE THAT THE OIL IS COLD BEFORE COMMENCING CLEANING. * Ensure that all machinery is switched off and isolated. * Drain and filter oil into a suitable container according to manufacturer’s instructions. * Follow manufacturer’s instructions for cleaning using suitable detergent product or degreaser. * Drain and rinse with clean warm water to remove the detergent and any loosened food and dirt. * Leave to dry naturally before refilling with oil. WARNING DO NOT OVERFILL. |
| Catering Dishwasher |  | **x** |  |  | • Turn off power supply and isolate equipment (unplug).  • Remove food waste from filter.  • Run a dishwasher cycle with rinse whilst empty using dishwasher detergent to remove grease and other food and dirt.  • Apply sanitizer.  • Leave to dry naturally. |
| Domestic Dishwasher |  | **x** |  |  | • Determined cleaning schedule according to unit use. |
| Storerooms |  |  |  | **x** | * Ensure that shelves are clear and food stuff is removed from the area.   • Wear rubber gloves. Prepare a disinfectant solution (diluted to manufacturer’s instructions).  • Wash down work surfaces thoroughly.  • Ensure all the legs of shelves are included.  • Allow to soak for recommended time.   * Rinse thoroughly with clean water and allow the air to dry. |

Kitchen Manual Appendix 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | |  |
| **Item** | **Cleaning rate** | | | | **Method of cleaning** |
| **After use** | **Daily** | **Weekly** | **Other** |
|  | | | | | |
| Fridges |  |  |  | **x** | * Ensure all machinery is switched off and isolated. Set unit to defrost (check manufacturer’s instructions).   • Remove contents and store safely. It is important that all food stuff is not allowed to exceed the recommended storage temperature.  • Wear rubber gloves. Make up a disinfectant solution (diluted to manufacturers’ instructions).  • Wash down the outside of the fridge thoroughly. Remove trays and clean.  • Wash internally and allow to soak for the recommended time.  • Rinse all surfaces with clean water.  • Re-set controls as per manufacturer’s instructions.   * Replace trays and shelving. When at the correct running temperature return the food stuffs. |
| Freezers |  |  |  | **x** | * Ensure all machinery is switched off and isolated. Set unit to defrost (check manufacturer’s instructions).   • Remove contents and store safely. It is important that all food stuff is not allowed to exceed the recommended storage temperature.  • Wear rubber gloves. Make up a disinfectant solution (diluted to manufacturers’ instructions).  • Wash down the outside of the freezer thoroughly. Remove trays and clean.  • Wash internally and allow to soak for the recommended time.  • Rinse all surfaces with clean water.  • Re-set controls as per manufacturer’s instructions.  • Replace trays and shelving. When at the correct running temperature return the food stuffs. |
| Dishcloths, tea towels | **x** |  |  |  | Tea towels and other reusable dishcloths must be washed in a detergent solution and rinsed in clean warm water after each service and not mixed with cloths which may have cleaned floor or toilet areas. They should be either dried in a dryer or naturally. |
| Waste bins and lids |  | **x** |  |  | • Waste bins should be cleaned after being emptied.  • Removing bags.  • Clean using hot water detergent or disinfectant.  • Allow to dry naturally. |
| Wash-hand basins |  | **x** |  |  | • Wear rubber gloves. Clean with a disinfectant solution (diluted to manufacturer’s instructions.  • Clean basins, taps and sinks thoroughly.  • Rinse thoroughly with clean water and allow the air to dry. |

All substances must be suitable for use and used in accordance with manufacturer’s user guides and dilution rates. See COSHH Data Sheets for this information.

Kitchen Manual Appendix 1

**Additional items** Name of kitchen:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | |  |
| **Item** | **Cleaning rate** | | | | **Method of cleaning** |
| **After use** | **Daily** | **Weekly** | **Other** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

All substances must be suitable for use and used in accordance with manufacturer’s user guides and dilution rates. See COSHH Data Sheets for this information.