Kitchen Manual Appendix 6: Cumberland Care: **Kitchen Cleaning Schedule**

Policy

To ensure the cleanliness of the kitchen is maintained at all times.

Procedure

Appropriate Personal Protective Equipment must be used at all times.

1. Staff must follow the cleaning instructions as detailed for each area.

2. If using the cleaning schedule form, it must be preprinted with the unit details. The form must be initialed, signed and dated with all comments completed as detailed on the form. The service can adapt a form of their own choice, but the form must be completed before the end of each shift.

3. The schedule must be audited monthly by the manager / supervisor to check that cleaning has been

completed to a good standard. The monthly monitoring forms will be checked by CQC and internal auditors.

4. All staff must be instructed on how to use the cleaning equipment using the manufacturers’ guidelines.

5. All cleaning products must be used in accordance with COSHH guidelines.

6. Staff must be aware of the specific colour coding for the mops, cloths, and buckets - Green – Kitchen areas

7. Staff must be aware of, and comply with, any local Risk Assessments.

8. Day care staff must be aware of the cleaning schedule. Their only responsibility is to ensure the areas they have used are left clean and tidy at the end of the day. It is the overall responsibility of the residential home / contract cleaner to ensure the schedule is followed in full.

Daily

• Dishwasher

• Waste disposal (if applicable)

• Hot cupboard / heated trolley / reber boxes

• Wipe cooker tops / ovens / grill / deep fat fryer

• All work tops (move portable appliances)

• Kitchen sinks / taps / soap dispensers

• Wall tiles / splash backs at work areas

• Spot clean fridge

• Disinfect door handles / switches / controls / telephones

• Sweep and mop kitchen floor

• Remove any cobwebs

• Clean and empty bins / wipe broom and mop handles

• Wash tea towels / dish cloths

After use always clean the following

• Utensils / pans / can openers

• Microwave

• Food mixer

• Vegetable peeler

• Food slicer

• Chopping boards

• Steamer

Weekly

• Damp wipe cupboards / kitchen drawers

• Fully clean cooker tops / ovens / grill

• Shelving

Monthly

• Wall tiles / splash backs

• Fridges / freezers – defrosted

• Deep fat fryer cleaned, and oil changed

• Dry storerooms

• Extractor fan filters

• Fly trap screen / tray

• Steam clean around all fitted surfaces – i.e., table legs

• De-scale kettle

As required

• Canopy

• Walls

**Kitchen Manual Appendix 6 - Cleaning Schedule Monthly as required**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | April | May | June | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | Comments |
| Wall tiles / splash backs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fridge 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Freezer 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Freezer 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Freezer 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Freezer 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deep fat fryer |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dry storeroom |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Extractor fan filters |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fly trap screen /  tray |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steam clean around fitted surfaces |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Descale kettle |  |  |  |  |  |  |  |  |  |  |  |  |  |
| As Required |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Canopy |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Walls |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Kitchen Manual Appendix 6 - Cleaning Schedule Daily/After Use/Weekly**

Week Ending:

Rebar Boxes

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | M | Comment | T | Comment | W | Comment | T | Comment | F | Comment | S | Comment | S | Comment |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dishwasher |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot cupboard |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Heated Trolley |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RIBA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cooker Top |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Oven |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Grill |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deep Fat Fryer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work Tops |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sinks / taps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Soap Dispensers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wall tiles / splash backs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spot clean fridge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect: Door  handles / switches /  controls / telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sweep / mop floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Remove cobwebs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean / empty bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wipe broom / mop  handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wash tea towels /  dishcloths |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Week Ending:

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| Area | M | Comment | T | Comment | W | Comment | T | Comment | F | Comment | S | Comment | S | Comment |

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| After use |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Utensils |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pans |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Can Openers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Food Mixer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vegetable Peeler |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Food Slicer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chopping Broads |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steamer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Weekly |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Damp wipe  cupboards / kitchen drawers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fully clean cooker  tops |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fully clean ovens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fully clean grill |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Staff to initial next to each task under each day when task is completed