Kitchen cleaning schedule

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Area / equipment	
Method and approved product	
Dilution / contact time / rinse instructions	
Frequency / trigger	
Owner	
Completed at / by	
Exception and action	
Checker	

Before use: List each surface or item. Confirm the approved method and product. Record product-specific instructions. Assign timing, owner and checker. Record exceptions and follow-up.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online