

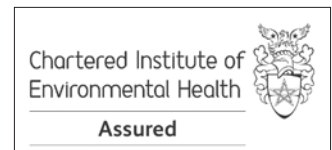
Month / Year -		Sign - when completed																															
CMC	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Floors	Daily																															
2	Indirect Food Contact Surfaces	Daily																															
3	Sinks	Daily																															
4	Scales	Daily																															
5	Slicers	Daily																															
6	Food Mixer	Daily																															
7	Toaster	Daily																															
8	Rotisseries & Ovens	Daily																															
9	Hobs, Griddles & Grills	Daily																															
10	Microwave Oven	Daily																															
12	Work Surfaces & Preparation Tables	Daily																															
13	Cutting Boards & Blocks	Daily																															
16	Dishwasher	Daily																															
17	Counters and Display Cabinets	Daily																															
18	Hot Cabinet & Plate Warmer	Daily																															
19	Bain Marie	Daily																															
20	Waste Bins	Daily																															

Completion of Record

- 1 Photocopy template cleaning record. Enter Month and Year in top box
- 2 Complete record throughout the month - as indicated in example below
- 3 At end of month file the record - as evidence of the cleaning carried out

Example

Month / Year - Jan 2014		Sign - when completed										
Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11
3 Sinks	Daily	sw	sw	sw	sm	sw	sw	sw	sw	sw	sm	



Month / Year -		Sign - when completed ☺																																
CMC	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
42	Hand Wash Sinks	Daily																																
38	Soup Warmer	Daily																																
39	Kebab Rotisseries	Daily																																
40	Salad / Pizza Topping Holders	Daily																																
41	Pizza Oven	Daily																																
21	Fridges & Freezers	Weekly																																
11	Fryer	Weekly																																
22	Walls, Windows & Doors	Weekly																																
23	Shelving, Racks & Cupboards	Weekly																																
24	Drains, Traps & Channels	Weekly																																
25	Blue Light Fly Killers	Weekly																																
26	Hoods, Canopies & Extractor Fans	4 Weekly																																
27	Ceiling & Light Fittings	3 Monthly																																
43	Destaining Procedure	As Required																																
44	Descaling Procedure	As Required																																
45	Sink & Drain Unblocking Procedure	As Required																																
14	Crockery & Cutlery	As Required																																
15	Utensils, Pots, Pans & Trays	As Required																																

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Example

Month / Year - Jan 2014		Sign - when completed ☺											
	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11
3	Sinks	Daily	sw	sw	sw	sm	sw	sw	sw	sw	sw	sm	