Kitchen cleaning schedule

What gets cleaned, how, how often and by whom. Initial the day each task is done; the manager checks and signs each week.

WEEK COMMENCING	AREA	MANAGER CHECK	DATE

Two-stage clean: clean off visible dirt and grease first, then apply a disinfectant or sanitiser and leave it for the contact time on the label. Use products that meet BS EN 1276 or BS EN 13697, diluted as the label says. Clean and disinfect after raw food and before preparing ready-to-eat food.

Set your own tasks, methods and frequencies from your food safety management system and the instructions for each product and piece of equipment. This schedule supports, and does not replace, that system (Safer Food, Better Business or, in Scotland, CookSafe).

DAILY AND WEEKLY

TASK / ITEM	HOW TO CLEAN / WHAT TO USE	HOW OFTEN	WHO	MON	TUE	WED	THU	FRI	SAT	SUN	CHECKED BY

MONTHLY AND DEEP CLEANS

TASK / ITEM	HOW TO CLEAN / WHAT TO USE	WHO	DUE BY	DONE ON	INITIALS	CHECKED BY

Worked example

The example week from the Excel version, filled in up to Wednesday. The tasks and frequencies are examples, not rules.

WEEK COMMENCING: 09/11/2026 | AREA: | MANAGER CHECK: | DATE:

TASK / ITEM	HOW TO CLEAN / WHAT TO USE	HOW OFTEN	WHO	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14	SUN 15	CHECKED BY
Work surfaces and chopping boards	Clean, rinse, then sanitiser for the label contact time	After use	Section chefs	AB	CD	AB					
Probe thermometer	Clean and disinfect before and after each use	After use	Section chefs	AB	CD	AB					
Sinks, taps and hand-wash basins	Clean, then disinfect taps and fittings	Daily	KP	EF	EF	EF					
Handles, switches and scales	Wipe with sanitiser, leave for the contact time	Daily	Closing chef	CD	AB	CD					
Fridge door seals and handles	Wash seals, then disinfect handles	Daily	Section chefs	AB	CD	AB					
Hobs, grill and fryer surround	Degrease when cool, rinse, wipe dry	Daily	Closing chef	CD	AB	CD					
Re-usable cloths	Hot wash cycle (90°C), dry fully before reuse	Daily	KP	EF	EF	EF					
Bins	Empty, new liner, clean and disinfect lids	Daily	KP	EF	EF	EF					
Floors	Sweep, then mop with hot water and detergent	Daily	KP	EF		EF					
Fridges, inside	Empty into another fridge, wash, disinfect, dry, refill	Weekly	Section chefs		CD						
Dishwasher	Clean filters, jets and seals; clear limescale	Weekly	KP			EF					
Dry store shelves	One shelf at a time: wipe, check dates and for pests	Weekly	Sous chef								
Canopy filters	Soak in degreaser, rinse, dry, refit	Weekly	KP								

MONTHLY AND DEEP CLEANS

TASK / ITEM	HOW TO CLEAN / WHAT TO USE	WHO	DUE BY	DONE ON	INITIALS	CHECKED BY
Behind and under cooking equipment	Pull out where safe, degrease, clean floor and wall	Sous chef	06/11/2026			
Walls, ceiling and vents	Wash down from the top, floor last	KP	13/11/2026			
Fridge and freezer condensers	Power off; clear dust from the grilles	Sous chef	10/11/2026	10/11/2026	CD	
Freezer defrost and clean	Stock to another freezer; defrost, clean, disinfect, dry	Section chefs	27/11/2026			
Drains and gullies	Lift covers, clear debris, clean and disinfect	KP	20/11/2026			

WHAT THE EXCEL VERSION WORKS OUT

Floors were not initialled on Tuesday, so the week shows 1 missed daily task. The inside of the fridges and the dishwasher are done for the week; the dry store shelves and canopy filters are not done yet (2 weekly tasks). Monthly: the clean behind and under the cooking equipment was due on 6 November and shows as overdue; the walls are due this week; the condensers were done on 10 November.