

Cleaning Schedule

To ensure we protect ourselves and each other in these exceptional circumstances, we would ask all staff using the Staff Kitchen facility to all volunteer and taking turns to wipe down surfaces with the specific cleaning equipment. Please check the schedule and the time.

If you are going to use the facilities at approximate any of the times below and the schedule has not been signed, then please take your turn and wipe down the surfaces listed below, taking the necessary precautions. Then initial/sign the schedule.

Cleaning equipment is stored in the cupboard under the sink. Please rinse after use and return it back to the cupboard.

Thank you.

FILL IN THE DETAILS OF ALL THE ITEMS YOU CLEAN					
ITEM					
Daily:	After Every Use X	After Every Use X	After Every Use X	Method of Cleaning	Precautions
Work Surface	X			Wipe down surface	<ul style="list-style-type: none">• Wear gloves• Using the correct cleaning equipment wipe down surfaces before use.• Rise cleaning equipment• Return and store in cupboard beneath the sink• Dispose of gloves
Fridge Door	X			Wipe down surface	<ul style="list-style-type: none">• Wear gloves• Using the correct cleaning equipment wipe down surfaces before use.• Rise cleaning equipment• Return and store in cupboard beneath the sink Dispose of gloves
Microwave Door/Buttons	X			Wipe down surface	<ul style="list-style-type: none">• Wear gloves• Using the correct cleaning equipment wipe down

					surfaces before use. <ul style="list-style-type: none"> • Rise cleaning equipment • Return and store in cupboard beneath the sink • Dispose of gloves
Dishwasher Handle	X			Wipe down surface	<ul style="list-style-type: none"> • Wear gloves • Using the correct cleaning equipment wipe down surfaces before use. • Rise cleaning equipment • Return and store in cupboard beneath the sink • Dispose of gloves
Cupboard Handles	X			Wipe down surface	<ul style="list-style-type: none"> • Wear gloves • Using the correct cleaning equipment wipe down surfaces before use. • Rise cleaning equipment • Return and store in cupboard beneath the sink • Dispose of gloves
Kettle Handle	X			Wipe down surface	<ul style="list-style-type: none"> • Wear gloves • Using the correct cleaning equipment wipe down surfaces before use. • Rise cleaning equipment • Return and store in cupboard beneath the sink • Dispose of gloves