|  |  |
| --- | --- |
| **Record – Cleaning Schedule (example)** | |
| **What to be cleaned** |  |
| **How to be cleaned** |  |
| **How often** |  |
| **Detergents and sanitisers** |  |
| **Equipment required for activity** |  |
| **Who will clean** |  |

|  |  |
| --- | --- |
| **Record – Cleaning Schedule** | |
| **What to be cleaned** |  |
| **How to be cleaned** |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **How often** |  |
| **Detergents and sanitisers** |  |
| **Equipment required for activity** |  |
| **Who will clean** |  |
| **What to be cleaned** |  |
| **How to be cleaned** |  |
| **How often** |  |
| **Detergents and sanitisers** |  |
| **Equipment required for activity** |  |
| **Who will clean** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Record – Daily Cleaning and Sanitising** | | | | | | | | |
| **Week starting / /** | | | | | | | | |
| Area/Equipment | Responsible person | Completed | | | | | | |
| M | T | W | T | F | S | S |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Please list areas or equipment to be cleaned on a daily basis. | Checked by: |  |  |  |  |  |  |  |

**Note:** Please list all areas, equipment, etc to be cleaned once a week (or more regularly than daily) and identify the person responsible.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Record – Weekly Cleaning and Sanitising** | | | | | | |
| **Week starting / /** | | | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Checked by: | Checked by: | Checked by: | Checked by: | Checked by: | Checked by: | Checked by: |

**Note:** Please list all areas, equipment, etc to be cleaned once a week (or more regularly than daily) and identify the person responsible.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Record – Monthly Cleaning and Sanitising** | | | | | | | |
| **Month** | | | | | | | |
| Week starting / / | | Week starting / / | | Week starting / / | | Week starting / / | |
| Monthly Task  (see note) | Resp. Person | Monthly Task | Resp. Person | Monthly Task | Resp. Person | Monthly Task | Resp. Person |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Checked by: | | Checked by: | | Checked by: | | Checked by: | |

**Note:** Please list all areas, equipment, etc to be cleaned once a month (or more regularly than weekly)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record – Quarterly/ Annual Cleaning and Sanitising** | | | | |
| **Month Year** | | | | |
| Quarterly/Yearly Cleaning Task | Resp. Person | Date scheduled | Date completed | Checked by |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note:** Please list all areas, equipment, etc to be cleaned yearly (or more regularly than monthly)