

# Food premises cleaning schedule

## How to prepare your cleaning schedule

- You can use this guideline to help you develop your own cleaning schedule that meets the specific needs and requirements of your business.
- To ensure the schedule is effective it will need to be monitored by management.
- All food spills must be removed, and areas cleaned and sanitized in a timely fashion. Never let food spills build up anywhere within the premises.
- To help with cleaning, divide your premises into smaller areas and instruct your staff to clean and sanitize all items in that area. For example, equipment, shelves, walls, etc.

## Weekly

### Kitchen and food preparation areas

- Char-broilers
- Deep fryers
- Food storage bins, containers, shelves
- Heat lamp units
- Ice cube machine (interior and exterior)
- Plate, glassware storage
- Pop machine, dispensing equipment
- Salamander, broilers
- Utensil storage – bins, containers, drawers
- Walls

### Dishwashing area

- Above ground grease trap (exterior)
- Dish, plate, utensil, cutlery – containers and shelves

### Coolers and freezers

- Reach in cooler compressor
- Storage shelves
- Walls, ceiling

### Dry goods storage area

- Food storage shelves, bins, containers

### Public, staff washrooms

- Staff lockers

### Other

- Chemical, utility room

## Monthly

### Kitchen and food preparation areas

- Ceiling, ceiling fans, covers and tiles
- Hood vent covers
- Pipes and cables – electric, gas, water

### Coolers and freezers

- Compressor unit: fan, filter

### Dry goods storage area

- Walls, ceiling, light covers

## After each use

### Kitchen and food preparation areas

- Bakery equipment
- Blenders, grinders, kettle cookers
- Counter tops
- Cutting boards
- Deli slicer
- Food prep tables – top
- Ice cream blender and blades

## After each shift or day

### Kitchen and food preparation areas

- Bun warmer
- Convection ovens
- Crock pots
- Flat bed grill and grease traps
- Floors – main food handling, prep areas, and under main line equipment
- Food prep tables – top surface
- Garbage bins
- Hand wash basins
- Ice cream dipping wells and scoops
- Ice cube scoop and scoop container
- Microwaves interiors and exteriors
- Rotisserie – interior, exterior and underneath
- Splash guards
- Steam ovens, pressure cookers
- Steam tables and reservoirs
- Stoves and ovens

### Dishwashing area

- Dishwasher (exterior)
- Dishwasher filter
- Floor
- Garbage containers
- Pre-wash sink
- Slop sink, mop head, bucket
- Splash guard

### Coolers and freezers

- Display coolers
- Floor
- Reach in coolers

### Dry goods storage area

- Floor

### Public, staff washrooms

- Floor
- Garbage bins
- Handwash basin
- Infant diaper change tables
- Toilets
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For more information visit [peelregion.ca](http://peelregion.ca) or call Peel Public Health 905-799-7700, Caledon residents call 905-584-2216, and ask to speak with a Public Health Inspector.

