## Daily cleaning and sanitising Week starting / /

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Areas or equipment to be cleaned on a daily basis | | Completed by (please sign) | | | | | | |
| **Area / Equipment** | **Responsible person** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
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## **Weekly** cleaning and sanitising Week starting / /

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| Areas or equipment to be cleaned on a weekly (or less frequently than daily) basis including day cleaning is to be undertaken | | Completed by (please sign) | | | | | | |
| **Area / Equipment** | **Responsible person** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| *Eg. Clean oven, Wednesday, Saturday* | *Kitchen hand* |  |  | *P.Citizen* |  |  | *P.Citizen* |  |
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## **Monthly** cleaning and sanitising Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Areas or equipment to be cleaned on a monthly (or more frequently than a weekly) basis | | Date scheduled | Date completed | Completed by (please sign) |
| **Area / Equipment** | **Responsible person** |
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## **Yearly** cleaning and sanitising Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Areas or equipment to be cleaned on a yearly (or more frequently than a monthly) basis | | Date scheduled | Date completed | Completed by (please sign) |
| **Area / Equipment** | **Responsible person** |
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