

Name of Business _____

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

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Detergents and sanitisers	
Equipment required for activity	
Who will clean	

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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.

Name of Business _____

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.

Name of Business _____

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)

Name of Business _____

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)