

Kitchen Cleaning Rota

Clean first, then sanitise — and always give the sanitiser its contact time

Item	When	Method (wear disposable gloves)	Done ✓
Work surfaces & handles	After use + daily	Remove debris → hot soapy wash → sanitise → leave for contact time → wipe with blue roll.	
Chopping boards	After every use	Wash → rinse hot → sanitise → contact time → dry with blue roll. Keep colours separate.	
Sinks	After use	Clear → hot soapy wash → rinse → sanitise → dry. Sanitise between raw & ready-to-eat tasks.	
Fridges	Daily + weekly deep	Check spills daily. Weekly: empty to cool area, wash shelves, sanitise, dry, restock.	
Floors	Daily	Sweep → mop with disinfectant to maker's dilution. Put the wet-floor sign out.	
Cloths, aprons, towels	Every shift	Single-use where possible; reusables in the bucket for a hot wash at shift end.	
Bins	Daily	Empty, wash inside & out with hot soapy water, sanitise, dry.	
Walls & tiles	Weekly	Hot soapy wash → rinse → sanitise → dry with blue roll.	

Week beginning _____ • Signed off by _____