Kitchen cleaning schedule

Business _____ Week starting _____

Initial each task when it is done. Clean first, then disinfect: use a disinfectant or sanitiser that meets BS EN 1276 or BS EN 13697 and follow its contact time.
Add your own equipment in the empty rows. The 4-weekly review is a good moment to check that the schedule still fits your kitchen.

Item or area	How (method and product)	How often	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Notes
Work surfaces and chopping boards	Clean, then disinfect	After use								
Hand contact points (handles, taps, switches)	Clean, then disinfect	Daily								
Sinks and hand wash basins	Clean, then disinfect	Daily								
Floors	Sweep and mop	Daily								
Bins	Empty, clean outside	Daily								
Cooker, hob and grill	Degrease	Daily								
Microwave	Clean inside	Daily								
Slicer and mixer	Dismantle, clean, disinfect	After use								
Fridges inside (shelves, seals)	Empty, clean, disinfect	Weekly								
Fryer	Filter oil, clean	Daily								
Extraction hood filters	Soak and degrease	Weekly								
Walls and splashbacks	Clean	Weekly								
Freezers	Defrost and clean	As needed								
Storeroom shelves	Clean	Weekly								

Free template from everlongapps.com/cheflog. Limits are a starting point: check them against your own food safety plan.
Cheflog keeps these records on a tablet, with reminders, signed entries and a PDF for the inspector.