



Commercial kitchen cleaning schedule

What to clean, how, how often and who signed it off, week by week

Business name	Week commencing	Supervisor	Chemicals in use (name, dilution, contact time)

Item or area	How (method and chemical)	How often	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Who
Work surfaces and chopping boards	Clean, then disinfect	After each task								
Utensils, dishes and cooking equipment	Wash, disinfect, air dry	After use								
Touch points (handles, taps, switches, bins)	Clean, then disinfect	Daily								
Sinks and soap dispensers	Clean, then disinfect	Daily								
Fridges and freezers (seals, shelves, handles)	Clean, then disinfect	Weekly								
Microwaves, ovens and hot-holding units	Degrease and clean	Daily								
Fryers, griddles and ranges	Degrease and clean	Daily								
Extract canopy grease filters	Remove, degrease, refit	Daily or per manufacturer								
Canopy surfaces and grease traps / drip trays	Wipe down and degrease	Weekly								
Equipment with moving parts (mixers, slicers)	Dismantle, clean, disinfect	After use								
Floors	Sweep and mop	Daily								
Waste areas and bins	Empty, clean, disinfect	Daily								
Drains	Clean	Weekly								
Walls and ceilings	Clean	Monthly								
Storage areas	Clear and clean	Weekly								
Re-usable cloths and work clothes	Hot wash	Daily								

**Periodic and deep cleaning**

Task	How often	Date done	Done by	Next due	Signed off
Deep clean behind and under cooking equipment	Monthly				
Ice machine	Per manufacturer				
Extract canopy, filters and ductwork: specialist TR19® clean	3, 6 or 12 months (BESA minimum)				
Review this schedule and retrain staff	Regularly				

Weekly sign-off

Problems found and action taken

Checked by (supervisor)

Date

GOV.UK: the cleaning schedule must cover what needs to be cleaned or disinfected, how often, and which products to use. Clean and disinfect food areas and equipment after they have been in contact with raw food. BESA minimum specialist extract cleaning: heavy use (12 to 16 hours a day) every 3 months, moderate (6 to 12) every 6 months, light (2 to 6) every 12 months.

Based on: Food Standards Agency Safer Food, Better Business (cleaning schedule safe method), GOV.UK food hygiene guidance on cleaning, and BESA TR19® Grease.

Free template. Example items and frequencies are a starting point only: walk through your own kitchen, follow equipment manufacturers' instructions and use disinfectants that meet BS EN 1276 or BS EN 13697. TR19® is a registered trade mark of BESA; this site is independent. Not legal advice.

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