Daily cleaning schedule

Business name _____ Week commencing _____

Tick each task when it is done. If a task cannot be done, write X and a note on the back.

Task	Mon Date ____ / ___	Tue Date ____ / ___	Wed Date ____ / ___	Thu Date ____ / ___	Fri Date ____ / ___	Sat Date ____ / ___	Sun Date ____ / ___
OPENING							
Wipe and sanitise prep surfaces, chopping boards and counters	☐	☐	☐	☐	☐	☐	☐
Check hand-wash basin has soap, hot water and paper towels	☐	☐	☐	☐	☐	☐	☐
Check sanitiser is in date and made up to the right dilution	☐	☐	☐	☐	☐	☐	☐
Check clean cloths are out and dirty ones are away	☐	☐	☐	☐	☐	☐	☐
Opening: initials							
DURING SERVICE							
Clean as you go: wipe spills and clear used equipment straight away	☐	☐	☐	☐	☐	☐	☐
Wipe and sanitise tables between customers	☐	☐	☐	☐	☐	☐	☐
Sanitise card machine, menus and QR stands	☐	☐	☐	☐	☐	☐	☐
Empty bins when full and wash hands afterwards	☐	☐	☐	☐	☐	☐	☐
During service: initials							
COFFEE MACHINE							
Purge and wipe steam wands after each use	☐	☐	☐	☐	☐	☐	☐
Backflush group heads at close (follow the manufacturer's guide)	☐	☐	☐	☐	☐	☐	☐
Soak portafilters and baskets, then rinse	☐	☐	☐	☐	☐	☐	☐
Coffee machine: initials							
CLOSING							
Clean and sanitise all food contact surfaces and equipment	☐	☐	☐	☐	☐	☐	☐
Clean fridge handles and door seals	☐	☐	☐	☐	☐	☐	☐
Clean sinks, taps and hand-wash basins	☐	☐	☐	☐	☐	☐	☐
Empty and clean bins, and replace liners	☐	☐	☐	☐	☐	☐	☐
Sweep and mop floors, including under counters	☐	☐	☐	☐	☐	☐	☐
Clean customer and staff toilets	☐	☐	☐	☐	☐	☐	☐
Cloths in for washing at 60°C or binned	☐	☐	☐	☐	☐	☐	☐
Closing: initials							
Checked by manager: initials							

Weekly and monthly tasks

Business name _____ Month _____

Write the date and your initials each time a task is done. Change how often to suit your café and equipment.

Task	How often	Date done	Initials	Date done	Initials	Date done	Initials	Date done	Initials
Deep clean fridges: empty, wash shelves, walls and door seals	Weekly								
Defrost and clean freezers	As needed								
Descale kettle, water boiler and coffee machine	As manufacturer says								
Clean extractor hood and filters	Weekly								
Pull out and clean behind and under equipment	Weekly								
Clean ice machine	As manufacturer says								
Clean coffee grinder burrs and hopper	Weekly								
Clean dishwasher filters, spray arms and door seals	Weekly								
Wash walls, splashbacks and doors	Weekly								
Check for signs of pests: droppings, gnaw marks, gaps	Weekly								
Clean shelves, dry stores and cupboards	Weekly								
Clean outside bins and bin area	Weekly								
Clean light fittings, vents and high-level surfaces	Monthly								
Replace worn cloths, scourers, mop heads and brushes	Monthly								

Key

Two-stage clean: clean first to remove dirt and grease, then disinfect with a product that meets BS EN 1276 or BS EN 13697, following the contact time on the label.

Follow the manufacturer's instructions for cleaning, descaling and defrosting equipment. Wear gloves and eye protection where the label says so.