

10 Cs of Food Safety - Section 12. Customisable Sheets

EXAMPLE CLEANING SCHEDULE (1 of 2)

C1

Follow manufacturers' instructions when using cleaning chemicals and always wear the personal protective equipment recommended

AREA OR EQUIPMENT TO BE CLEANED	MON	TUES	WED	THUR	FRI	SAT	SUN	INSERT CLEANING SUBSTANCES YOU USE	METHOD
Light equipment & utensils									Clean & heat disinfect in dishwasher if possible
Work benches									Clean and sanitise
Staff toilets									Clean and sanitise
Hand wash basins									Clean and sanitise
Food sinks									Clean and sanitise
Hand contact surfaces									Clean and sanitise
Microwave and area around									Clean and sanitise
Floor beneath equipment									Sweep and wash
Dry stores									Organise and clean
Fridges (some)									Clean and sanitise
Fridges (rest)									Clean and sanitise
Provers									Degrease and clean
Fryers and area around									Degrease and clean
Mixers and area around									Degrease and clean
Hot holding area									Clean and sanitise
Main baking areas									Degrease and clean
Checked that good standard									

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EXAMPLE CLEANING SCHEDULE (2 of 2)

C1

Follow manufacturers' instructions when using cleaning chemicals and always wear the personal protective equipment recommended

AREA OR EQUIPMENT TO BE CLEANED	MON	TUES	WED	THUR	FRI	SAT	SUN	INSERT CLEANING SUBSTANCES YOU USE	METHOD
Cold holding area									Clean and sanitise
Dishwashers									Degrease and clean
Walls and tiles									Dust and clean
Doors and windows									Dust and clean
Staff changing area									Organise and clean
Refuse area									Sweep and hose
Internal rubbish bins									Degrease and clean
Extraction filters									Remove and degrease
Office									Dust and clean
Trolleys									Clean and sanitise
Cupboards and shelves									Dust and clean
Ice machines									Clean and sanitise
Inside drains									Degrease and clean
Passageways									Dust and clean
Extraction canopy & ducting									Professional deep clean
Checked that good standard									

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EXAMPLE ALLERGEN CHART



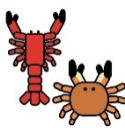
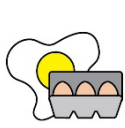
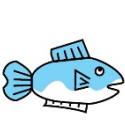




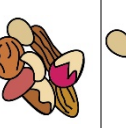

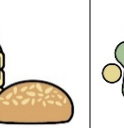
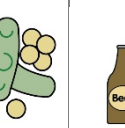
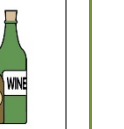
C2

DAY:

DATE:

SITE NAME:

Check ingredients of each product, mark with a ✓ if a deliberate ingredient, mark with a '?' if the supplier has included a 'may contain' statement

Product														
	Celery	Cereals containing gluten (SPECIFIC)	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts (SPECIFIC)	Peanuts	Sesame seeds	Soya	Sulphur Dioxide

EXAMPLE SHELF-LIVES (1 OF 2)

FOOD TYPE	SHELF-LIFE	APPROVED BY
Chilled – prepared in-house	USE BY 3 days (include day made)	
Chilled – bought in	USE BY manufacturer's 'once opened...' advice	
Chilled – vacuum packed in-house (Ready to eat foods)	USE BY 5 days (include day packed) or original use by date whichever is shorter	
Chilled – vacuum packed in-house (Raw or foods pasteurised in vac pack)	USE BY 10 days (include day packed)	
Frozen – prepared in-house or bought in	BEST BEFORE 3 months (only freeze if ≥ 2 days shelf-life left)	
Frozen – defrosting	USE BY 2 days (include day thawed)	
Ambient – chill after opening	USE BY manufacturer's 'once opened...' advice	
Ambient – decanted	BEST BEFORE manufacturer's best before date (keep ingredients for allergy advice)	

EXAMPLE SHELF-LIVES (2 OF 2)

FOOD TYPE	SHELF-LIFE	APPROVED BY
Pooled shell egg	USE BY 2 days (include day eggs pooled)	
Fresh cream cakes kept at 9-12°C after filling	USE BY 16 hours from preparation	
Baked egg & milk pastry products kept at ambient after baking	USE BY 24 hours from production	
Cooked pies & pasties kept at ambient after baking	USE BY day of production or next day	
Sausage rolls kept at ambient after baking	USE BY day of production or next day	