**Cleaning Record Sheet**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Person Responsible** | **Product To Be Used** | **Method** | **Frequency** | **Completed** |
|
| *Eg. Cleaning of Chopping Boards & Food Prep Surfaces* | *Chef* | *Food Grade Sanitiser* | 1. *Remove food debris*
2. *Wipe surface with clean damp cloth*
3. *Sprinkle on sanitiser and wipe*
4. *Rinse cloth and wipe surface*
5. *Allow to air dry*
 | *Each time after use* | *✓* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |