**Cleaning and Sanitising Schedules**

***Food Safety Standard 3.2.2 Clause 19 - 21***

You need to maintain your food business at a high standard of cleanliness and hygiene. This includes the fixtures, fittings and equipment, as well as those parts of vehicles that are used to transport food. The standard of cleanliness must ensure that there is no accumulation of garbage, food waste, dirt, grease or other visible matter.

Processing fresh food on or with dirty equipment will transfer bacteria onto the food. Food utensils and equipment must be cleaned and sanitised before each use and between being used for raw food and ready-to‐eat food. Where utensils or equipment have been used continuously over an extensive period to prepare, process or serve the same food, they will also need to be cleaned and sanitised at regular intervals. The surfaces that food may come in contact with must also be cleaned and sanitised. It is important to understand that cleaning and sanitising are different procedures.

**Clean** means ‘clean to the touch’, that is, free from any dirt, dust or food particles that you can see and does not necessarily smell. Cleaning is the removal of these particles and/or smells.

**Sanitise** means to apply heat and/or chemicals to a surface so the number of microorganisms on the surface is reduced to a level that is safe for food contact and does not permit the transmission of infectious disease.

Written cleaning and sanitising schedules should cover all areas of the food premises noting frequencies of cleaning required, products used, and whom they are allocated to. This will include food preparation areas, dry and cold storage areas, all equipment, fittings and items used by the business. There should be a system for management to check that the work is completed satisfactorily.

Cleaning and sanitising schedules can be daily, weekly, monthly, quarterly or yearly depending on the item.

Examples of sheets to be filled out as a cleaning schedule are attached within this section.