

Cleaning Schedule

Introduction

A cleaning schedule lists the items of equipment in use within a business and the frequency and method of cleaning and disinfection required. Cleaning schedules are usually written in the form of a table. Using this information for guidance, you should develop a cleaning schedule to help reduce the risk of transmission of coronavirus (COVID-19) within your business.

Developing a cleaning schedule

1. Identify areas and Equipment

Identify all areas and equipment in your business. Remember to include hand contact points and frequently used equipment such as door handles, push plates, handrails, shopping baskets etc. List these in your cleaning schedule.

2. Decide on frequency of cleaning and disinfection.

You need to determine your frequency of cleaning and disinfection. This should be at least every 2 hours but more frequent during busy periods, or for where areas/equipment are handled more or handled by customers. Record this on your cleaning schedule.

3. Determine your method of cleaning and disinfection.

Most items will be cleaned and disinfected in place using detergent and disinfectant. However, some items may be cleaned in sinks or by using a mechanical dishwashing machine. Record this on your cleaning schedule.

4. Determine chemicals, dilutions and contact times.

The terms *Detergent* and *Disinfectant* are defined as:

Detergent – A cleaning substance used for general cleaning which does not have disinfectant properties.

Disinfectant – A substance capable of killing harmful bacteria and/or viruses when applied to a visibly clean surface at the correct concentration and contact time. BSEN 1276 and BSEN 13697 disinfectants are effective against harmful bacteria. BSEN 14476 disinfectants are effective against harmful viruses.

It is essential that the correct dilution is used for the recommended contact time. Always refer to the manufacturer's instructions. Record this on your cleaning schedule.

Example of a cleaning schedule:

Items/Areas to be Cleaned	Frequency of Cleaning/Disinfection	Method of Cleaning/Disinfection	Chemical, dilution and Contact time
Door handles/Push plates	e.g. Every 2 hours	e.g. Clean and Disinfect in Place	e.g. <ul style="list-style-type: none"> • Pre-clean, remove loose debris • Clean with detergent/degreaser spray • Disinfect with a premixed disinfectant spray • Air Dry
Physical barriers	Every 2 hours		
Light switches	Every 2 hours		
Shopping baskets/trolleys	Every use		
Handrails (stairs/escalators)	Every 2 hours		
Lift buttons	Every 2 hours		
Service Counter	Every 30 minutes		
Cash register	Every 2 hours		
Phone	Every 2 hours		
Card reader	Every 30 minutes		
Cleaning Station	Every 30 minutes		
Mop and Bucket handles	Every 2 hours		
Kettle (kitchen)	Every 2 hours		
Sinks including taps (toilet/kitchen)	Every 2 hours		
Fridge (kitchen)	Every 2 hours		
Microwave (kitchen)	Every 2 hours		
Cupboard doors (kitchen)	Every 2 hours		
Waste Bins	Every 2 hours		