

# Cleaning Program

Template

Job number	Fittings/equipment	Cleaning tools and products	Cleaning procedures	How often
E.g. 1	<i>kitchen floors</i>	<i>mop, bucket, hot water, floor detergent</i>	<i>mop all floors using detergent</i>	<i>daily</i>

This template should be adapted to suit your business. Records are to be kept up-to-date, filled in correctly and kept on site.

# Cleaning Schedule

Template

Date	Job number – tick if completed														Signature		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
E.g. 20/07/2010	✓			✓	✓	✓					✓						<i>John Smith</i>

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