

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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Maintenance Records (Structural and Equipment)

Maintenance Program

Task Number	Area or equipment to be checked	Check to be done	How often
e.g. 1	Cool Room	Service by technician.	yearly
e.g. 2	Dry Storage Area	Visual Check for damage.	Monthly

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Maintenance Records (Structural and Equipment)

Maintenance Schedule Monthly Tasks

Date	Job number – tick if completed								Follow Up Action	Date follow up completed	Checked by –Signature
	1	2	3	4	5	6	7	8			
E.g. 20/07/2010	✓			✓	✓	✓			<c`Y]b`Yzhk U`hcVYgUYX	&+ # \$ + # & \$ % \$ - hole sealed	John Smith

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Maintenance Records (Structural and Equipment)

Template

Maintenance Schedule Yearly Tasks

Date	Job number – tick if completed								Follow Up Action	Date follow up completed	Checked by –Signature
	1	2	3	4	5	6	7	8			
E.g. 20/07/2010	✓			✓	✓	✓			<cY]b`YZhk U`hcWgUYX	&+#\$+##&\$%\$ - hole sealed	John Smith

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Pest Control Details

Template

Name of company:

Contact details:

What is treated?

How often is treatment needed?

Last treatment date:

What chemicals are used?

What is the location of baits if used?

Are there any precautions that need to be carried out before or after treatment?

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Stick/staple receipts to this form. Talk to your pest control operator to help you develop a pest control program suitable for your premises.

Important information on how to complete this form is available in the *Eat Safe Ipswich Food Safety Made Easy Guide* available on www.ipswich.qld.gov.au/eatsafe. Details about the Eat Safe Ipswich food safety rating scheme are also available from this website.

Product Receipt

Template

Date	Time	Supplier	Product	Packaging	Temp °C	Action	Signature
E.g. 20/07/2010	8:15AM	Bob's Butcher	Mince beef	Shrink wrap	15°C	Rejected	John Smith

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- Perishable items – at or below 5°C
- Frozen items – between minus 15°C and minus 12°C
- Hot items – at or above 60°C

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Training Records

Template

Name	Date of training	Type of training	Length of training	Qualification/result achieved

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Stock Rotation Schedule

✓Tick when area has been checked.

Month:	Dry storage area								Cold storage area								Other							
	W1		W2		W3		W4		W1		W2		W3		W4		W1		W2		W3		W4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
All food items are within use by dates																								
Older stock is placed in front and used first. 'first-in-first-out'																								
Initials of person who checked																								

Month:	Dry storage area								Cold storage area								Other							
	W1		W2		W3		W4		W1		W2		W3		W4		W1		W2		W3		W4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
All food items are within use by dates																								
Older stock is placed in front and used first. 'first-in-first-out'																								
Initials of person who checked																								

Month:	Dry storage area								Cold storage area								Other							
	W1		W2		W3		W4		W1		W2		W3		W4		W1		W2		W3		W4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
All food items are within use by dates																								
Older stock is placed in front and used first. 'first-in-first-out'																								
Initials of person who checked																								

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List any problems and the action taken to correct (*for example, disposed of stock*):

In the event of a food recall, all affected food products must be immediately removed and stored separately to all other food, until disposed of on advice from your supplier. Recalled food products should be labelled as recalled, stopping them from being used in your business.

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Product Temperature Record

Template

Date	Time	Item recorded	Temp °C	Action	Signature

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Hot Holding Temperature Record

Template

Date	Product	Time of set-up	Temp °C	Action	Time	Temp °C	Action	Signature
E.g. 20/07/2010	Fried rice	9:00AM	78°C		12:00pm	65°C	OK	John Smith

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Transportation Temperature Record

Template

Date	Item	Leaving time	Temp °C	Action	Arrival time	Temp °C	Action	Signature

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Waste Collection Details

Template

Name of company	Phone number	Type of waste	Collection day

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Waste Cleaning

Template

Job description	Cleaning tools and products	Cleaning procedures	How often
<i>clean kitchen bins</i>	<i>sanitiser, brush, soapy water</i>	<i>Remove waste products. Rinse and scrub with soapy water. Spray sanitizer and allow to dry.</i>	<i>weekly</i>

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