



This schedule was introduced on Thursday 14th February 2008

In conjunction with the good house keeping rules and C.O.S.S.H. safety manual

Location: Main Fridge & outside forecourt Area.

Main cold room

<u>Area</u>	<u>Frequency</u>	<u>Responsibility</u>	<u>Materials</u>	<u>Cleaning Method</u>	<u>Precautions</u>
Main Floor	Daily	All warehouse staff	(1) Warehouse broom (2) Dustpan & Brush	(1) Sweep in stages and empty dustpan in to dustbin.	(1) Request to all staff present not to enter while this is in operation.
Main Floor	Weekly	All warehouse staff	(1) Mop & Bucket (2) Power Clean bacterial cleaner. (3) Disposable Gloves	(1) Sweep floor as above (2) Apply Power Clean (3) Air Dry	(1) Display wet floor signs at both entrances (2) Refer to label for Dilution instructions. (3) Wear protective Gloves.
Main floor under pallets	Weekly	All warehouse staff	(1)Mop & Bucket (2)Power Clean bacterial cleaner. (3)Disposable Gloves	(1) Sweep floor as above (2) Apply Power Clean (3) Air Dry	(1) Display wet floor signs at both entrances. (2) Refer to label for Dilution instructions (3) Wear protective Gloves.
Walls & Doors	Weekly	All warehouse staff	(1)Sanitiser F.A.D. Spray (2)Disposable cloth	(1) Remove debris & loose particles (2) Clean, apply spray onto surface, wipe with disposable cloth (3) Air Dry	(1) Do not breath in the spray.
Outside Forecourt Floor	Weekly	All warehouse staff	(1)Broom/dustpan & brush (2)Powerforce Original (3)Power washer	(1) Pre clean -removing debris particles (2) Pre rinse (3) Apply power force (4) Power wash to rinse (5) Air Dry	(1) Follow instructions of power washer. (2) Use disposable gloves when using Power force (3) Wear protective goggles when using Power Force.

Location: Packing Area

<u>Area</u>	<u>Frequency</u>	<u>Responsibility</u>	<u>Materials</u>	<u>Cleaning Method</u>	<u>Precautions</u>
Floor	Daily	All warehouse staff	(1) Broom/dustpan & brush	(1) Sweep in stages and empty dustpan in to dustbin.	(1) Request to all staff present not to enter while this is in operation.
Floor	Weekly	All warehouse staff	(1) Broom/dustpan & brush (2) Power clean bacterial cleaner (3) Mop & Bucket	(1) Sweep in stages and empty dustpan in to dustbin. (2) Apply Power Clean (3) Mop to clean (4) Air dry	(1) Display wet floor signs at both entrances. (2) Refer to label for Dilution.
Work surfaces	Start & end of working day	All warehouse staff	(1) Sanitiser F.A.D. Spray (2) Disposable cloth	(1) Remove loose Debris (2) Pre clean-removing debris particles (3) Clean, apply spray onto surface, wipe with disposable cloth (4) Air Dry	(1) Do not breath in the spray.
Scales	Start & end of working day	All warehouse staff	(1) Sanitiser F.A.D. Spray (2) Disposable cloth	(1) Remove loose Debris (2) Pre clean-removing debris particles (3) Clean, apply spray onto surface, wipe with disposable cloth (4) Air Dry	(1) Do not breath in the spray.
Walls & Fridge & Curtains	Weekly	All warehouse staff	(1) Sanitiser F.A.D. Spray (2) Disposable cloth	(1) Pre clean -removing debris particles (2) Clean, apply spray onto surface, wipe with disposable cloth (3) Air Dry	(1) Do not breath in the spray.
Bins	Daily	All warehouse staff	(1) Sanitiser F.A.D. Spray	(1) Pre clean-removing debris particles (2) Clean, apply spray onto surface, allow to soak (3) Rinse with water (4) Leave upside down to air dry.	(1) Do not breath in the spray (2) Wear protective goggles when rinsing.

Delivery Vehicles.

<u>Area</u>	<u>Frequency</u>	<u>Responsibility</u>	<u>Materials</u>	<u>Cleaning Method</u>	<u>Precautions</u>
Delivery Vehicles. (External)	Weekly	Drivers	(1) Jet Wax (2) Polish Rinse (3) Power Washer. (4) Sponge	(1) Rinse with power washer (2) Apply sponge with Jet wax (3) Rinse with Polish rinse	(1) Follow instructions of power washer. (2) Use disposable gloves
Delivery Vehicles. (Internal load area)	Weekly	Drivers	(1) Mop & Bucket (2) Power Clean bacterial cleaner. (3) Disposable Gloves (4) Power washer (5) Soft broom	(1) Rinse with power washer (2) Apply Power clean (3) Loosen debris with Soft broom (4) Rinse with Power Washer (5) Air Dry	(1) Follow instructions of power washer. (2) Use disposable gloves