ProKitchen
Record Keeping

Pro Formula

Diversey | Unilever

Date: / /

Initial when completed

No.	Equipment or surface	Frequency	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.
1.	Floors	DAILY																															
2.	Indirect Food Contact Surfaces	DAILY																															
3.	Sinks	DAILY																															
4.	Scales	DAILY																															
5.	Slicers	DAILY																															
6.	Food Mixer	DAILY																															
7.	Toaster	DAILY																															
8.	Rotisseries & Ovens	DAILY																															
9.	Hobs Griddles & Grills	DAILY																															
10.	Microwave Oven	DAILY																															
11.	Work Surfaces & Preperation Tables	DAILY																															
12.	Cutting Boards & Blocks	DAILY																															
13.	Dishwasher	DAILY																															
14.	Counters & Display Cabinets	DAILY																															
15.	Hot Cabinet & Plate Warmer	DAILY																															
16.	Bain Marie	DAILY																															
17.	Waste Bins	DAILY																															
18.	Hand Wash Sinks	DAILY																															

Completion of Record

1. Photocopy template cleaning record. Enter date in top box.
2. Complete record throughout the month.
3. At end of month file record. (as evidence of cleaning carried out).

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1.	Soup Warmer	DAILY																															
2.	Kebab Rotisseries	DAILY																															
3.	Salad/Pizza Topping Holders	DAILY																															
4.	Pizza Oven	DAILY																															
5.	Fridges & Freezers	WEEKLY																															
6.	Fryer	WEEKLY																															
7.	Walls, Windows & Doors	WEEKLY																															
8.	Shelving Racks & Cupboards	WEEKLY																															
9.	Drains, Traps & Channels	WEEKLY																															
10.	Blue Light Fly Killers	WEEKLY																															
11.	Hoods, Canopies & Extractor Fans	4 WEEKLY																															
12.	Ceiling & Light Fittings	3 MONTHLY																															
13.	Destaining Procedure	As Required																															
14.	Descaling Procedure	As Required																															
15.	Sink & Drain Unblocking Procedure	As Required																															
16.	Crockery & Cutlery	As Required																															
17.	Utensils, Pots, Pans & Trays	As Required																															

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