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| Daily Cleaning and Sanitising Record | | | | | | | | | | | | | | | | |
| Area / Equipment | Person Responsible | **Week starting Date:** | | | |  | | | | **Week starting Date:** | | |  | | | |
| Mon | Tue | Wed | Thu | | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
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# Cleaning and Sanitising Guide

* Pre-clean: scrape, wipe or sweep away food scraps and rinse with water.
* Wash: use hot water and detergent to take off any grease and dirt. Soak if needed.
* Rinse: rinse off any loose dirt or detergent foam.
* Sanitise: use a sanitiser to kill any remaining germs.
* Final rinse: wash off sanitiser (read sanitiser’s instructions to see if you need to do this); and
* Dry: allow to drip-dry if not possible, dry with a clean tea-towel.

# Most food poisoning bacteria are killed if they are exposed to chemical sanitisers, heat, or a combination of both. To sanitise:

* soak items in water at 77°C for 30 seconds; or
* use a commercial sanitiser following the manufacturer’s instructions; or
* soak items in water which contains bleach. The water temperature required will vary with the concentration of chlorine.