

WEEKLY STORE CLEANING – BOH

Write Your Name or Initials in the Space Provided (Do Not Tick)

MONDAY	
Knives: Clean and sharpen	cutting boards: Soak overnight
Bain fridge - REFER TO TCC CLEANING LAMINATE: Detail clean all seals, doors, hinges, remove racks and shelves, and metal containers. Clean and sanitise all interior and exterior.	
TUESDAY	
Big dipper - REFER TO TCC CLEANING LAMINATE: Empty tank and detail clean	Dishwasher - REFER TO TCC CLEANING LAMINATE: Detail clean unit. Clean area, shelves and walls. Reorganise area.
Drains: Scrub covers and inside	PPE (Personal Protective Equipment): Clean and keep in one box
WEDNESDAY	
Deep fryer - REFER TO TCC CLEANING LAMINATE: Detail clean	Safety tools: Wipe fire extinguisher, fire blanket and first AID box
THURSDAY	
Fridges and freezers: Detail clean all doors, seals, hinges, remove racks and shelves. Clean and sanitise all interior and exterior surfaces	Walk in fridges (If applicable): Clean and sanitise all interior and exterior surfaces. Clean fan. Reorganise all shelves.
Fridges and freezers: Dust and clean all filters	
FRIDAY	
Dry stock shelves: Clean and rotate stock	Doors: Clean kitchen access door, handles, hinges and kickplates
Floor: Scrub walk in fridge and freezers (If applicable)	Floor: Scrub under shelves and all equipment
Shelving legs and feet: Clean all	
SATURDAY	
Mop heads: Soak overnight (Remove heads from wooden sticks)	Mop bucket: Scrub and clean
Floor signs: Scrub and clean	
SUNDAY	
Extractor/Hood vents - REFER TO TCC CLEANING LAMINATE: Remove, scrub and clean	Light covers and fittings: Remove insects, dust and clean
Air vent grates: Dust and clean	
FORTNIGHTLY	MONTHLY
Dishwasher descaling - REFER TO TCC CLEANING LAMINATE	Big dipper: Vacuum sediment from the bottom of the tank (Professional service)
Salamander - REFER TO TCC CLEANING LAMINATE: Detail clean	
Impinger - REFER TO TCC CLEANING LAMINATE: Detail clean	
Hob and oven - REFER TO TCC CLEANING LAMINATE: Detail clean	
COMMENTS:	

EMERGENCY CONTACT PHONE NUMBERS

Coffee Machine (Beverage Services): 09 869 4556 (First point of contact, including Public Holidays & After Hours)

If no technician answers the phone, contact (For urgent after hours only): Jay Denton 027 347 9969

Impinger (Burns & Ferrall): 0800 178 349

Big Dipper (CLENZ): 0800 601 060 or 021 0246 2894

Dishwasher (Starline): 021 978 070

Milk Fridge (Fonterra): 0800 846 7228

Deep Fryer (Moffat): 0800 66 33 28

Gas Leak (Nova Gas): 0800 66 8242 or 111 (Emergency Telephone Number)

Milk Delivery (Fonterra): Keep Driver's contact mobile number in store (First point of contact)

or 0800 262 467 (Customer Services/Emergency) or Email: hello@fonterra.com

A copy of EMERGENCY CONTACT NUMBERS should be kept near your store phone in case of emergencies.