



Units B49-B52 New Covent Garden Market, London. SW8 5HH

## **Cleaning Schedule**

**This Schedule was  
implemented on 15<sup>th</sup>  
November 2015  
In conjunction with the  
good house keeping  
rules and C.O.S.S.H  
safety manual.**

This schedule will be updated if any changes are made within the day to day running of the above mentioned premises changes.

This document will be monitored and reviewed on an annual basis unless circumstances change as mentioned above.

Review date: 15<sup>th</sup> November 2017

Cleaning Schedule For Harwoods of London Limited

Location: Main Fridge-Dairy 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>
<b>Main Floor</b>	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.
<b>Main Floor</b>	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.
<b>Main floor under pallets</b>	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.
<b>Walls &amp; Doors</b>	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.
<b>Outside Forecourt Floor</b>	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**

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<b>Area</b>	<b>Frequency</b>	<b>Responsibility</b>	<b>Materials</b>	<b>Cleaning Method</b>	<b>Precautions</b>
<b>Floor</b>	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.
<b>Floor</b>	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.
<b>Work surfaces</b>	Start & end of working day	All warehouse staff	(1) Sanitiser F.A.D Spray (2) Disposable cloth	(1) Remove loose Debris (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.
<b>Scales</b>	Start & end of working day	All warehouse staff	(1) Sanitiser F.A.D Spray (2) Disposable cloth	(1) Remove loose Debris (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.
<b>Walls &amp; Fridge &amp; Curtains</b>	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.
<b>Bins</b>	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.**

<b>Delivery Vehicles. (External)</b>	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
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<b>Delivery Vehicles. (Internal load area)</b>	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
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## HOUSEKEEPING REQUIREMENTS

These housekeeping requirements have been developed, not only to reach and maintain high standards of hygiene, but to also reduce the risk of injury from Slips, Trips & Falls. Slips, Trips & Falls are the single biggest cause of major injuries in the workplace, accounting for over a third of all major occupational workplace injuries reported to the enforcing authorities in Britain.

All employees have a responsibility to ensure the workplace is kept in a clean and tidy condition. This can be achieved by Cleaning-As-You-Go; disposing of waste in the appropriate bins and not leaving others to clean and tidy after you.

To ensure high standards of housekeeping are reached and maintained, **ALL** employees are responsible for and required to:

- Dispose of waste materials in the bins provided.
- Pick up and dispose of any waste material (litter, produce etc) in the bins provided, no matter who dropped it.
- Remove any empty boxes and either store in a safe location or dispose of in the bins provided.
- Ensure all boxes and produce are not left on the floor in the gangways or packing area, and are either appropriately stored on the racking or pallets provided.
- Clean and remove any spillages immediately, no matter how small.
- Ensure all bins are emptied on a regular basis during the day and are not allowed to become overflowing, where appropriate to work area.
- Ensure all bins are emptied and to remain empty at the end of each working day, where appropriate to work area.
- Ensure all floors are swept, including under desks, workbenches and racking at the end of each working day, where appropriate to work area.

To ensure we meet and maintain high standards of hygiene, in regard to food safety, additional cleaning schedules and programs are being developed and will be implemented in due course.

We all have a part to play in keeping the workplace clean, tidy and safe. Any person not adhering to these requirements will face disciplinary action, which may result in termination of employment.