

Tafarn Cwmdu – Shop Cleaning Schedule

Item to be Cleaned	Frequency	Precautions	Method of Cleaning
Sink, taps and door handles	<ul style="list-style-type: none"> Throughout daily running of the shop 	<ul style="list-style-type: none"> Wear gloves Avoid contact with eyes 	<ul style="list-style-type: none"> Remove visible soiling. If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour cloth Spray surface with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. Wipe with a clean damp cloth Colour cloth Leave to dry naturally
Crockery and cutlery	<ul style="list-style-type: none"> After each use 	<ul style="list-style-type: none"> Wear gloves 	<ul style="list-style-type: none"> Remove gross debris and place in refuse bin Soak and scrub in ECOVER WASHING UP LIQUID 15ml to 3 litres of hot water and rinse in hot water Leave to dry naturally
Floors	<ul style="list-style-type: none"> At the end of the shop day During daily running of shop on “as required” basis if spillage 	<ul style="list-style-type: none"> Wear gloves Avoid contact with eyes 	<ul style="list-style-type: none"> Move all mobile racks, shelves, tables, chairs and other easily moved items. Sweep area well with a dry brush to remove gross debris and place in refuse bin. Clean all floor area with FLASH ALL PURPOSE CLEANER dilute 60ml (2 capfuls) in 5 litres hot water using a mop colour mop and bucket; changing solution as necessary Allow to air dry. Replace any racks, shelves, tables and chairs after cleaning
Waste Bins	<ul style="list-style-type: none"> At the end of the shop day When full 	<ul style="list-style-type: none"> Wear gloves Avoid contact with eyes 	<ul style="list-style-type: none"> Empty bins. If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour

Tafarn Cwmdu – Shop Cleaning Schedule

			<p>cloth</p> <ul style="list-style-type: none"> • Spray both inside and out of waste bin with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally
Coffee Machine	<ul style="list-style-type: none"> • Weekly 	<ul style="list-style-type: none"> • Wear gloves • Avoid contact with eyes 	<ul style="list-style-type: none"> • Turn off at the electrical plug • Remove any detachable parts and soak and scrub in ECOVER WASHING UP LIQUID 15ml to 3 litres of hot water and rinse in hot water • Leave to dry naturally • Spray coffee with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally • Replace any parts removed
Fridge	<ul style="list-style-type: none"> • Weekly • On an “as required” basis if spillage 	<ul style="list-style-type: none"> • Wear gloves • Avoid contact with eyes 	<ul style="list-style-type: none"> • Remove any food or food products from immediate area to be cleaned. • Switch off electricity to unit • If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour cloth • Spray area with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally • Switch unit on again and replace food when unit at the correct temperature.
Ceiling and Light Fittings	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Wear gloves • Avoid contact with eyes • If using step ladder take 	<ul style="list-style-type: none"> • Dry brush all areas to remove cobwebs and dust. • Isolate light fittings from electrical supply,

Tafarn Cwmdu – Shop Cleaning Schedule

		care to avoid accidents	<p>remove covers from fittings.</p> <ul style="list-style-type: none"> • If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour cloth • Spray covers and ceiling with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally • Replace covers and re-connect to electrical supply.
Shelving	<ul style="list-style-type: none"> • Monthly • On an “as required” basis if spillage 	<ul style="list-style-type: none"> • Wear gloves • Avoid contact with eyes • If using step ladder take care to avoid accidents 	<ul style="list-style-type: none"> • Remove any food or items from the area to be cleaned • If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour cloth • Spray covers and ceiling with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally • Replace removed items
Freezer	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Wear gloves • Avoid contact with eyes 	<ul style="list-style-type: none"> • Remove any food or food products from immediate area to be cleaned. • Switch off refrigeration unit and allow temperature to rise above freezing before cleaning. • If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour

Tafarn Cwmdu – Shop Cleaning Schedule

			<ul style="list-style-type: none"> • cloth • Spray area with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally • Switch unit on again and replace food when unit at the correct temperature.
Walls and windows and doors	<ul style="list-style-type: none"> • Monthly • During daily running of shop on “as required” basis if spillage 	<ul style="list-style-type: none"> • Wear gloves • Avoid contact with eyes • If using step ladder take care to avoid accidents 	<ul style="list-style-type: none"> • Move all mobile racks, shelves and other easily moved items from wall area and window sills. • Remove any gross debris from walls with a damp cloth. • If heavy soiling wash in ECOVER CREAM CLEANER diluted 30-60ml in 5 litres warm water to lift grease and any stains. Colour cloth • Spray area with ASTONISH ANTIBACTERIAL SURFACE CLEANSER and leave for 5 minutes. • Wipe with a clean damp cloth Colour cloth • Leave to dry naturally • Replace any removed items when area is dry.