

Set your cleaning routine

Cleaning schedule & sign-off

Use the instructions for the exact equipment and the approved site procedure. This form does not specify chemicals, dilution, contact time or disassembly. Food businesses should link the routine to their food safety procedures.

Site / area:

Equipment / asset ID:

Procedure / manufacturer guide and revision:

Approved products / COSHH assessment reference:

Part / task	Approved method or instruction reference	Frequency / trigger	Responsible role

Tasks reserved for trained engineers:

What to do when a task cannot be completed:

Site approval / date:

Review date / earlier review triggers:

Site review and approval required. Blank templates are not completed evidence.

Source notes (checked 12 Sep 2026): Food Standards Agency: managing food safety | HSE: COSHH risk assessment

Cleaning completion record

Cleaning schedule & sign-off

Record completion only after carrying out the approved task. A missed task or fault needs an action, not a retrospective tick. Repeat this sheet as needed.

Site / equipment:

Period / approved schedule reference:

Date / time	Task / instruction reference	Completed by / result	Exception / action reference

Unresolved issues / equipment taken out of use:

Manager review / date:

Corrective action record reference:

Site review and approval required. Blank templates are not completed evidence.

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