Cleaning plan

One row per task. Define the procedure before recording completed work.

Establishment | Version | Approved by | Approval date

Task ref.	Area / equipment	Frequency	Product	Dilution / contact time (per manufacturer)	Procedure / rinsing	Responsible person

Enter the product, dilution, contact time and rinsing requirements from the manufacturer's instructions. Set frequencies for your own operation.

Blank template to adapt and have validated for your establishment. It does not guarantee compliance.

Cleaning log

One row per cleaning activity. Use the task reference from your cleaning plan.

Establishment

Period

Log reviewed by

Review date

Task ref.	Date	Time	Completed by	Check / initials	Observation	Corrective action

After each activity, record the check result and the checker's initials. Describe any issue and the action taken, including its owner and follow-up date.

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