Food Shop Cleaning and Maintenance Plan

Regular cleaning and maintenance of the shop and shop equipment will minimise the chance of health and odour problems occurring:

- ✓ filters should be cleaned on a regular basis to ensure they appear clean at all times, or as agreed to by the filter service company,
- ✓ the entire exhaust system (including the stack and hood) should be cleaned every 3 to 6 months or as suggested by yor mechanical ventilation cleaning company,
- ✓ the odour control system should be cleaned and maintained as specified by the manufacturer. Otherwise
 the system will have little or no effect in reducing shop odours.

Description	Frequency	Day(s)/Month(s) when cleaning occurs	Person(s) responsible for cleaning	
Filter Cleaning				
Exhaust System Cleaning (including hood and stack)				
Odour Control System Cleaning				
Maintenance of all Equipment				
Part Two: Cle	aning and Main	tenance Works	sheet	
Exhaust System Cleaning Scheduled	Date Cleaned	Odour Control System Cleaning	Date Cleaned	Signature when Completed
Date		Schedule Date		Completed
Date		Schedule Date		Completed
Date		Schedule Date		Completed
Date		Schedule Date		Completed
Date		Schedule Date		
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