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| **Daily Cleaning and Sanitising**  |  |  | **Week Starting \_\_\_\_ / \_\_\_\_ / \_\_\_\_** |
| Area / Equipment to be Cleaned  | Responsible Person  |  | Completed  |
| M  | T  | W  | T  | F  | S  | S  |
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| **Weekly Cleaning and Sanitising**  |  |  | **Week Starting \_\_\_\_ / \_\_\_\_ / \_\_\_\_** |
| Area / Equipment to be Cleaned  | Responsible Person  |  | Completed  |
| M  | T  | W  | T  | F  | S  | S  |
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|  **Monthly Cleaning and Sanitising**  |  | **Month \_\_\_\_\_\_\_\_\_\_\_\_** |
| Week starting \_\_ / \_\_ / \_\_ | Week starting \_\_ / \_\_ / \_\_ | Week starting \_\_ / \_\_ / \_\_ | Week starting \_\_ / \_\_ / \_\_ |
| Area / Equipment | R / P1  | Area / Equipment | R / P1 | Area / Equipment | R / P1 | Area / Equipment | R / P1 |
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| Checked by:  | Checked by:  | Checked by:  | Checked by:  |

1 Responsible Person

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| **Quarterly / Yearly Cleaning and Sanitising**  |  |  | **Year \_\_\_\_\_\_\_\_\_\_\_\_** |
| Area / Equipment to be Cleaned  | Responsible Person  | Date Scheduled  | Date Completed  | Checked By  |
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