



'HOW TO...'

Clean kitchens, canteens and rest areas

In kitchens, canteen and other shared areas, the following must be cleaned before and after every use;

Kitchen, canteens and rest areas cleaning checklist

- ❖ **DO NOT** make rounds of drinks for your colleagues
- ❖ **DO NOT** drink your tea or coffee in front of customers
- ❖ **DO NOT** offer or make any refreshments for customers
- ❖ **DO NOT** leave magazines, newspapers or other literature in kitchens, canteens or rest areas

✓ All sinks and taps	<input type="checkbox"/>	✓ Tables	<input type="checkbox"/>
✓ Kettles and any instant hot water taps and dishwasher handles	<input type="checkbox"/>	✓ Chairs including the arms	<input type="checkbox"/>
✓ All surfaces	<input type="checkbox"/>	✓ Vending machines	<input type="checkbox"/>
✓ Fridge door handle	<input type="checkbox"/>	✓ Light switches	<input type="checkbox"/>
✓ Cupboard door handles		✓ Canisters of sugar, tea and coffee	<input type="checkbox"/>

Cleaning materials have been left in all eating and communal areas. Please ensure you use the items we have provided (bleach / anti-bacterial) and only use the disposable blue roll/wipes provided and bin them as soon as you have used them.

If you can think of anything that we have missed, let me know at rachelm@fleetline.co.uk so we can share this best practice with your colleagues across the business

If you have any questions or concerns, you should raise them with me rachelm@fleetline.co.uk so i can discuss with you and ensure we are all conforming to the new health and safety practices