

Cleaning & Sanitation Log

Code: CLEAN_SANI_001 - Category: Hygiene - Frequency: Daily
Food Safety Management System - HACCP / FSSAI compliance record

LOGO
(affix / print here)

Outlet / Kitchen: _____ Date: ____ / ____ / ____ Shift / Meal: _____

WHY / PURPOSE	Documented cleaning & sanitation programme per FSSAI Schedule 4 clause 9.1.1 — records the area cleaned, the schedule band (routine vs weekly deep-clean), the method, and the chemical used. Food-contact surfaces must be sanitised, not just cleaned.
REQUIRED BY	FSSAI Schedule 4, cl. 9.1.1 (cleaning & sanitation programme)
WHO FILLS IT	Cleaning staff · Supervisor verifies

Session & materials

Cleaning session (frequency band) *	☐ Opening — pre-service ☐ During service ☐ Closing — end of day ☐ Weekly / periodic deep-clean
Sanitiser / chemical used + dilution (e.g. chlorine 100 ppm, QUAT 200 ppm) *	_____
Method / SSOP followed (e.g. scrape -> wash -> rinse -> sanitise -> air-dry)	_____

Food-contact surfaces (clean AND sanitise)

Food-contact work surfaces cleaned & sanitised *	☐ Yes ☐ No ☐ N/A
Colour-coded chopping boards cleaned & sanitised *	☐ Yes ☐ No ☐ N/A
Prep & cooking equipment cleaned *	☐ Yes ☐ No ☐ N/A
Sinks, taps & hand-wash stations cleaned *	☐ Yes ☐ No ☐ N/A

Floors, walls, drains & waste

Floors swept, mopped & sanitised *	☐ Yes ☐ No ☐ N/A
Walls & splash areas wiped down *	☐ Yes ☐ No ☐ N/A
Drains cleaned & flushed *	☐ Yes ☐ No ☐ N/A
Bins & waste area cleaned *	☐ Yes ☐ No ☐ N/A

Weekly / periodic deep-clean (as scheduled)

Extraction hood & filters	☐ Yes ☐ No ☐ N/A
Chiller / freezer interior deep-clean	☐ Yes ☐ No ☐ N/A
Storage shelves & dry-store cleaned	☐ Yes ☐ No ☐ N/A
Last deep-clean date	____ / ____ / ____

Verification

Post-clean visual & sanitiser check passed *	☐ Yes ☐ No ☐ N/A
If any value is out of range, describe corrective action	_____ _____
Photo evidence of corrective action	☐ Photo attached ☐ N/A

Shift lead PIN (verification) *	_____
Recorded by (name & sign):	Verified by / Supervisor (name & sign):
_____	_____