Cleaning checklist

Equipment / task: _____ Product: _____

Site: _____ Completed by: _____ Date completed: _____

Procedure reference / version: _____

D = done A = action needed N = not applicable with reason

Check or action	D A N	Time / initials	Evidence or follow-up
Confirm the task is due and within the operator's authority.			
Locate the current model-specific procedure and product instructions.			
Check compatibility, dilution, contact time and protective measures.			
Follow required cooling, isolation and pressure-release steps.			
Protect ingredients and separate cleaning materials from food.			
Complete the authorized cleaning sequence and required rinsing.			
Clean food-contact tools and surfaces under the site procedure.			
Inspect for residue, damage or unresolved faults and report findings.			
Complete required return-to-service checks with the authorized person.			
Add a site cleaning task: _____			

Fault / restriction: _____ Action owner: _____ Return to service authorized by / time, if required: _____

Action / reason / evidence: _____

_____

Reviewed by / date: _____ Next action due: _____