

CLEANING/HYGIENE PROCEDURE SHEET (CHP SHEET)

[Specify item / area to be cleaned here]

*[Insert your own
CHP Ref. No. Here]*

FREQUENCY: *[specify the frequency of the cleaning task here]*

CLEANING PROCEDURE/METHOD:

Products/Equipment To Be Used:

[Numbered or bullet point list here; include personal protective equipment]

Preparation:

[Numbered or bullet point list of steps/actions here]

Cleaning:

[Numbered or bullet point list of steps/actions here]

Post-Cleaning:

[List steps/actions here – use numbers or bullet points]