Café Cleaning and Disinfection Plan

What to clean and disinfect, with what, how and how often

Before you start

This document is a template for cafés in Malta, not legal advice or an official approval. It is based on EU law and on the Maltese provisions verified for this template as of 24 October 2026: Regulation (EC) No 852/2004, Regulation (EC) No 178/2002, Regulation (EU) No 1169/2011, the Food Safety Act (Chapter 449) and the Catering Establishments Regulations (S.L. 409.15). Other national rules (temperature limits, the form of allergen information, medical or training certificates, VAT, fiscal receipts, alcohol, smoking) are not covered. Every business is different: adapt the template to your range, equipment and premises, add your details and check open points with the Food Safety and Security Authority.

Template for cafés in Malta, not legal advice. Law as of 24 October 2026. **Most of this template covers only the EU framework.** Maltese rules are included only where verified (registration under Chapter 449, catering licence under S.L. 409.15). National rules on temperatures, the form of allergen information, medical or training certificates, record retention, VAT, fiscal receipts, alcohol and smoking are not covered: check them with the Food Safety and Security Authority and the other competent authorities.

Requirements for premises, equipment and cleaning follow from Annex II of Regulation (EC) No 852/2004. A specific form of cleaning plan is not prescribed by the provisions covered here; the plan is part of good hygiene practice.

1. Basic rules

- Cleaning and disinfection = removing visible dirt, washing with a detergent, rinsing with potable water, disinfection, final rinse (if required by the disinfectant manufacturer).
- Only products suitable for food areas are used, diluted as per the label. Safety data sheets are kept on the premises.
- Cleaning products are stored separately from food, in their original packaging or in labelled containers.
- Disinfectants are rotated as recommended by the manufacturer (e.g. chlorine-based and quaternary ammonium) to prevent resistance.
- Toilet cleaning equipment is colour-coded and is not used in the food area.
- Staff record completed cleaning on sheet C of the record sheets.

2. Products used

Purpose	Product (name)	Dilution / dose	Contact time
Washing surfaces and floors			
Disinfecting surfaces			
Dishwasher – detergent		dispenser	
Dishwasher – rinse aid		dispenser	
Espresso machine – group cleaning (backflush)	espresso machine cleaning tablets or powder	per manufacturer	
Espresso machine – descaling	per machine manufacturer		
Steam wand and jugs	milk system cleaner		
Grinder – cleaning the burrs	grinder cleaning granules		
Hand disinfection			

3. Cleaning schedule

What	How	When	Who
Steam wand	wipe with a damp cloth used only for the wand and purge briefly with steam	after every use	barista
Milk jugs	rinse, wash, leave to dry upside down; plant-based drinks in a marked jug	after use, in the dishwasher at the end of the day	barista
Portafilter and basket	knock out, wipe, flush the group between drinks	continuously	barista
Machine groups	backflush with a blind basket and cleaner, then with clean water; soak baskets and portafilters in solution	daily at closing	closing shift
Group gaskets and shower screens	group brush, check the gaskets	daily / replace when worn	closing shift
Drip tray and knock box	empty, wash	daily	closing shift
Grinder – hopper and chute	empty the hopper, wipe off bean oils, brush the chute	weekly	shift manager
Grinder – burrs	cleaning granules as per manufacturer or take apart and brush	every 2–4 weeks	shift manager
Work surfaces, bar	wash, disinfect	continuously and at the end of the day	staff
Fridges and displays	empty, wash, disinfect, check dates of goods	weekly	shift manager
Ice machine	empty, wash, disinfect as per manufacturer, keep the scoop outside the ice	weekly / per manufacturer	shift manager
Dishwasher	clean filters, descale, check dispensers	daily / weekly	closing shift
Blender, shakers	take apart, wash, dry	after use	barista
Floors	sweep, mop with detergent	daily, immediately if dirty	staff
Toilets and washroom	wash, disinfect, refill soap and paper towels	daily and as needed	staff
Bins	empty, wash	daily	staff
Espresso machine – descaling, water filter	per manufacturer and water hardness, record the change	per manufacturer	service / manager
Deep clean	walls, lights, extractor hood, shelves, behind equipment	once a month	team

4. Washing up

Dishwasher

- Programme and temperatures as per the dishwasher manufacturer (usually wash 55–65 °C, rinse 80–85 °C).
- Do not overload the dishwasher; do not wash glasses together with heavily soiled dishes.
- Check dishes after washing; remove damaged glass and china.

Washing by hand (double sink)

1. Remove food residues.
2. Wash in warm water with detergent (first sink).
3. Rinse in clean warm potable water (second sink).
4. Leave to drain and dry in a clean place; do not dry with a tea towel.

5. Pest control

- Prevention: tight windows and doors, insect screens, closed containers, no leftovers overnight.
- Check for pests once a week (droppings, damaged packaging, insects) and record on sheet F.
- If pests appear, call a professional company and keep the visit report.

Cleaning plan prepared by **Valid from** **Signature**

Sources: Regulation (EC) No 852/2004, Annex II (europaius.com/eu-akt/32004r0852). Status 24 October 2026.

Sources – full text of the legislation on Europaius

- 852/2004