Café Cleaning and Sanitation Schedule

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

Before you start

This document is a template for cafés in Ireland, not legal advice or an official approval. It is based on EU law as of 24 October 2026 (Regulation (EC) No 852/2004, Regulation (EC) No 178/2002, Regulation (EU) No 1169/2011) and on the Irish allergen regulations for non-prepacked food (S.I. No. 489 of 2014). Other Irish rules are not covered. Every café is different: the operator adapts the template to the actual menu, equipment and layout, adds their own details and is responsible for following it. If in doubt, contact your competent food safety authority.

Template for cafés in Ireland, not legal advice. Status 24 October 2026. **The template covers the EU framework; Irish rules are included only where verified** (written allergen information under S.I. No. 489 of 2014). Registration with the food authority, temperature limits, food handler training rules, record retention, VAT, licensing of alcohol and smoking rules **are not covered** – check them with your competent food safety authority and other local authorities before you use the template.

1. Basic rules

- Cleaning = removing debris, washing with detergent, rinsing with potable water, disinfecting, final rinse (where the disinfectant manufacturer requires it).
- Only products intended for food premises are used, diluted as per the label. Safety data sheets are kept on the premises.
- Cleaning products are stored away from food, in their original containers or in labelled containers.
- Disinfectants are rotated as recommended by the manufacturer (for example chlorine-based and quaternary ammonium) to prevent resistance.
- Cleaning equipment for the toilets is colour-coded and never used in food areas.
- 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		dosing unit	
Dishwasher – rinse aid		dosing unit	
Espresso machine – group cleaning (backflush)	group head cleaner	as per manufacturer	
Espresso machine – descaling	as per machine manufacturer		
Steam wand and jugs	milk system cleaner		
Grinder – burr cleaning	grinder cleaning tablets		
Hand sanitiser			

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, dry upside down; plant-based drinks in a marked jug	after use, in the dishwasher at end of day	barista
Portafilter and basket	knock out, wipe, flush the group between drinks	continuously	barista
Espresso machine groups	backflush with blind basket and cleaner, then with clean water; soak baskets and portafilters in solution	daily at closing	closing shift
Gaskets and shower screens	group brush, check 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 supervisor
Grinder – burrs	cleaning tablets as per manufacturer or dismantle and brush	every 2–4 weeks	shift supervisor
Work surfaces, counter	wash, disinfect	continuously and at end of day	floor staff
Fridges and displays	empty, wash, disinfect, check product dates	weekly	shift supervisor
Ice machine	empty, wash, disinfect as per manufacturer, keep the scoop outside the ice	weekly / as per manufacturer	shift supervisor
Dishwasher	clean filters, descale, check dosing units	daily / weekly	closing shift
Blender, shakers	dismantle, wash, dry	after use	barista
Floors	sweep, mop with detergent	daily, immediately if dirty	floor staff
Toilets and wash-hand basins	wash, disinfect, refill soap and paper towels	daily and as needed	floor staff
Bins	empty, wash	daily	floor staff
Espresso machine – descaling, water filter	as per manufacturer and water hardness, record the change	as per manufacturer	service / manager
Deep clean	walls, lights, extractor hood, shelves, behind equipment	monthly	team

4. Washing up

Dishwasher

- Programme and temperatures as per the dishwasher manufacturer (typically wash 55–65 °C, rinse 80–85 °C).
- Do not overload the machine; glasses are not washed together with heavily soiled crockery.
- Check items after washing; chipped glass and china are discarded.

Hand washing (double sink)

1. Scrape off food debris.
2. Wash in hot water with detergent (first sink).
3. Rinse in clean hot potable water (second sink).
4. Leave to drain and air-dry in a clean place; do not dry with a tea towel.

5. Pest control

- Prevention: well-fitting windows and doors, insect screens, closed containers, no food left out overnight.
- Check for pests weekly (droppings, damaged packaging, insects) and record on sheet F.
- If pests are found, call a pest control company and keep the visit report.

Schedule prepared by **Valid from** **Signature**

Sources: 852/2004 (Annex II, Chapters I, II, V, VII and IX). Status 24 Oct 2026.

Sources – full text of the legislation on Europaius

- 852/2004