



GCRS - Galley Cleaning Record Sheet

Issue No:	1	Amendment No:	-
Issue Date:	06 - 2016	Amendment Date:	-

GCRS - Galley Cleaning Record Sheet: Instructions

Print all pages (except instructions), put each one in a separate plastic sleeve, and display each page in the galley.

Not: This cleaning record sheet is just a **tool**. If you feel that some equipment should be cleaned more often, then please do so. For example: the exterior of the fridge should be cleaned every day, however, the interior should be cleaned immediately if there is a spillage or every 3-4 days.

1. The Cook is encouraged to clean the equipment listed below at the frequency suggested; after use/daily/weekly.
2. Once the item is cleaned, sign in the corresponding column.
3. The detergents column should be used to enter the name of the detergent assigned to each type of equipment.
4. The additional rows under "Other" should be used to add ship specific equipment.
5. If some equipment is not available on board your ship, then please draw a line across the item.
6. If you have the equipment on board and is not being used e.g. deep fat fryer, then please clean it properly, close it, and put up a sign "Not being used".

Defrosting Freezers: Defrosting should be performed within intervals of not more than **3 months**. Please plan ahead and make sure that you defrost and clean the freezer at an ideal time, for example before receiving a delivery.

Provision rooms: All provision rooms should be cleaned at least every **2 months**. This should also be planned ahead and cleaned properly.

Once you have filled in all sheets, file them in the Food and Provisions Management Handbook, print new record sheets, and follow the same process.

When printing, scanning, or submitting this form, this instruction page is not to be included



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Ship _____ Week/Dates _____

W	Wash	Using Water and Chemicals
R	Rinse	Wash with Clean Water
S	Sanitize	Make Clean and Hygienic

Items	Frequency			Detergents	Method	Checked (Signature)						
	After Use	Daily	Weekly			Mon	Tue	Wed	Thu	Fri	Sat	Sun
Work surfaces	X				W/R/S							
Bins			X		W/R/S							
Oven interior			X		W/R							
Oven exterior			X		W/R/S							
Hot plate		X			W/R/S							
Can opener			X		W/R/S							
Cupboards/Drawers			X		W/R/S							
Wash basin			X		W/R/S							
Fridges		X			W/R/S							
Filters/Exhaust			X		W/R/S							
Microwave		X			W/R/S							
Rice cooker	X				W/R/S							
Deep fat fryer	X				W/R/S							
Garbage disposal unit			X		W/R/S							



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Items	Frequency			Detergents	Method	Checked (Signature)						
	After Use	Daily	Weekly			Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dishwasher		X			W/R/S							
Floor drains		X			W/R							
Table cloths and anti-slip mats			X		W							
Other												