## **Restaurant Name**

## **Cleaning Schedule**

Instructions: Print out and assign person responsible for each task under "WHO." When task is completed, initial under "DONE." Weekly tasks should be completed once per chart. Monthly tasks should be completed once per month.

once per month.														
Week of	Sun		Mon		Tue		Wed		Thur		Fri		Sat	
TASKS (DAILY)	WHO Day 1	DONE Day 1	WHO DAY 2	DONE DAY 2	WHO DAY 3	DONE DAY 3	WHO DAY 4	DONE DAY 4	WHO DAY 5	DONE DAY 5	WHO DAY 6	DONE DAY 6	WHO DAY 7	DONE DAY 7
Steam Tables and Inserts														
Microwave Ovens														
Counters/Shelving														
Refrigerators (include door handles, gaskets)														
Knife Racks														
Cooking Equipment														
Prep Sinks														
Hand Sinks														
Walls by Cooking Equipment														
Can Openers														
Slicer														
Mixers														
Kitchen Floors Swept and Mopped														
Walk-in Floors Swept and Mopped (include under shelving)														
Trash Bins Emptied														
Clean Bathrooms														
Floor Mats														
Mop Sink														
Floor Drains														
Outside Trash Area														
Dish Machine														
Three Bay Sink														
Dining Areas														
Bar soda nozzels and catches														

Week of	Sun		Mon		Tue		Wed		Thur		Fri		Sat	
TASKS (WEEKLY)	WHO Day 1	DONE Day 1	WHO DAY 2	DONE DAY 2	WHO DAY 3	DONE DAY 3	WHO DAY 4	DONE DAY 4	WHO DAY 5	DONE DAY 5	WHO DAY 6	DONE DAY 6	WHO DAY 7	DONE DAY 7
Shelving Cleaned														
Ceiling as Necessary														
Light Shields as Necessary														
Grease Trap as Necessary														
Refrigeration Shelving														
Bulk Food Bins														
Inside Cooking Equipment														
Inside refrigeration units														
Compressors Vacuumed														
Freezers Defrosted and Cleaned as Necessary														
Walls Throughout as Needed														
Trash barrels washed														
Grease Filters														
Hood														
TASKS (MONTHLY)	WHO Day 1	DONE Day 1	WHO DAY 2	DONE DAY 2	WHO DAY 3	DONE DAY 3	WHO DAY 4	DONE DAY 4	WHO DAY 5	DONE DAY 5	WHO DAY 6	DONE DAY 6	WHO DAY 7	DONE DAY 7
Grease Trap Serviced by Plumber														
Ventilation Service (90 Days?)														
Pest Control														