



















# Cleaning & Sanitizing Schedule

Track daily, weekly, and monthly cleaning tasks

Unit Name: _____	Date: _____
Operator: _____	Location: _____

## Daily Tasks

Task	AM	PM	Initials
Food-contact surfaces (cutting boards, prep tables, utensils)			
Handwash station restocked & cleaned			
Floors swept & mopped			
Trash removed, cans cleaned			
Service window & customer area wiped			
3-compartment sink cleaned & sanitizer refreshed			
Refrigerator interior wiped, temps verified			

## Weekly Tasks

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Deep clean hood & ventilation filters							
Sanitize all storage areas & shelving							
Check & clean grease trap							
Inspect propane connections & lines							
Clean exterior & service window tracks							