CLEANING SCHEDULE

Daily Cleaning Tasks:

DATE	INITIALS	TASK
		Sweep floor
		Empty garbage(s)
		Check and log refrigerator and freezer temperatures
		Remove and discard spoiled produce and outdated product
		Sweep floor
		Empty garbage(s)
		Check and log refrigerator and freezer temperatures
		Remove and discard spoiled produce and outdated product
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		Check and log refrigerator and freezer temperatures
		Remove and discard spoiled produce and outdated product
		Sweep floor
		Empty garbage(s)
		Check and log refrigerator and freezer temperatures
		Remove and discard spoiled produce and outdated product

Weekly Cleaning Tasks:

DATE	INITIALS	TASK
		Wipe down shelves
		Clean refrigerators/freezers
		Mop floor
		Check and log pest trap activity (even if no activity found)
		Wipe down shelves
		Clean refrigerators/freezers
		Mop floor
		Check and log pest trap activity (even if no activity found)
		Wipe down shelves
		Clean refrigerators/freezers
		Mop floor
		Check and log pest trap activity (even if no activity found)
		Wipe down shelves
		Clean refrigerators/freezers
		Mop floor
		Check and log pest trap activity (even if no activity found)

Monthly Cleaning Tasks:

DATE	INITIALS	TASK
		Defrost freezer(s)
		Replace glue boards/pest traps if needed
		Wipe down walls if needed
		Defrost freezer(s)
		Replace glue boards/pest traps if needed
		Wipe down walls if needed
		Defrost freezer(s)
		Replace glue boards/pest traps if needed
		Wipe down walls if needed
		Defrost freezer(s)
		Replace glue boards/pest traps if needed
		Wipe down walls if needed