CLEANING SCHEDULE

Daily Cleaning Tasks:

DATE	INITIALS	TASK
		Sweep floor
		Empty garbage(s)
		Check and log refrigerator and freezer temperatures

Weekly Cleaning Tasks:

DATE	INITIALS	TASK
		Wipe down shelves
		Remove and discard spoiled produce and outdated product
		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 if needed
		Wipe down walls if needed