

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| | | Remove and discard spoiled produce and outdated product |
| | | |
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| | | Check and log refrigerator and freezer temperatures |
| | | Remove and discard spoiled produce and outdated product |
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| | | 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| | | Remove and discard spoiled produce and outdated product |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) |
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| | | Clean refrigerators/freezers |
| | | Mop floor |
| | | Check and log pest trap activity (even if no activity found) |
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| | | 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 |
| | | |
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| | | Wipe down walls if needed |
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| | | Replace glue boards/pest traps if needed |
| | | Wipe down walls if needed |