



# Sample Cleaning Schedule



Area	Task	When	Supplies Needed	Who
Floors	Clean up spills	As soon as possible	Broom/dustpan, cloth, bucket, soapy water	__CR__
	Scrub	Daily	Mop, bucket, soapy water	__DD__
	Sanitize	Weekly or more often	Mop, bucket, sanitizing solution	__DS__
Walls/ ceiling	Wipe up splashes	As soon as possible	Clean cloth, soapy water	__CT__
	Wash walls	Two times a year	Clean cloths/sponges, bucket, soapy water	__CT__
Work tables	Clean and sanitize tables	Between uses and end of day	Clean cloth, detergent, sanitizing solution	__KK__
Freezer/ Refrigerator	Wipe up spills	As soon as possible	Clean cloth, soapy water	__CR__
	Organize and throw out old items	Weekly	Garbage can	__CT__
	Empty, clean and sanitize shelves and drawers	Monthly	Clean cloth, soapy water, sanitizing solution	__CR__
Dry Storage	Sweep and mop floors	Daily at closing	Broom/dustpan, mop, bucket, soapy water	__DD__
	Clean and sanitize shelves and cabinets	Monthly	Clean cloth, soapy water, sanitizing solution	__KK__
Garbage Cans	Empty trash cans	Daily	Replacement garbage bags, dumpster	__DS__
	Clean and sanitize trash cans	Weekly	Clean cloth, soapy water, sanitizing solution	__DS__