

Weekly Cleaning Schedule

Week Date:

Scheduled Duties	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Scrape off gum from undersides of dining area tables and clean table frames.							
Telephone, credit card machine, cash register and picture frames.							
Fill cleaning supply bottles. Clean the mop bucket, wet floor signs, brooms and dustpans.							
Detail clean all push carts.							
Clean the back wall behind the hot & cold make stations.							
Clean air conditioning vents and ceiling lights.							
Clean the chains holding all signs and lights.							
Clean all dining room walls including the trim.							
Pour hot water/bleach solution down all floor drains in the store.							
Clean dining room floor coving tiles with deck brush. Pull tables away from walls.							
Remove and clean the vent covers for all refrigeration units and freezer.							
Detail clean the grill & burner including knobs and seals.							
Detail clean and sanitize the ice machine. (pay close attention to interior door and gasket)							
Detail clean all trash cans, handles and trash areas.							
Remove items from soda station & condiment holder and clean all containers inside and out.							
Clean all back kitchen walls behind storage shelves.							
Clean back kitchen floor cove tiles with deck brush.							
Clean the entire ceiling in the dining room and kitchen where reachable.							
Clean the syrup racks, syrup lines and connector nozzles with soap and water.							
Clean all the kitchen walls from top to bottom.							
Clean the restroom comode, hand sink, mirror, walls and mop the floor.							
Clean and organize shelves in the prep area.							
Clean the shelves in the refrigeration and freezer coolers.							
Clean and organize the all counter shelves in the front kitchen.							
Clean all employee lockers.							
Clean and scrub patio tables, chairs and umbrellas. Clean outside patio area.							
Clean the walk-in floors and corners with a deck brush and mop.							
Clean and bleach cutting boards.							
Clean the entire ceiling in the BOH kitchen.							
Pull all equipment away from the cook line wall underneath the hood and clean thoroughly including the attachment.							
Dust the Menu Boards.							