

Daily Facilities Cleaning Schedule

Task List

Date:

Item to Clean	How Often	How to Clean	Person Responsible
Chairs	After every use	Clean and sanitize	
Upholstery	Daily	Vacuum or brush	
Carpets	Daily	Vacuum	
Floors	Once per shift/as needed	Mop spills; sweep, mop, scrub	
Drains	Daily	Scrub covers	
Dining Tables	After every use	Clean and sanitize	
Dry Storage Areas	Daily	Sweep and mop floors	
Employee Areas	Daily	Clean and sanitize tables; sweep and mop	
Office areas	Daily	Sweep and mop; clean work surfaces	
Garbage cans	After emptying/daily	Scrub clean and sanitize	
Hoods	Daily	Clean walls and surfaces; clean filters	
Walls	Daily	Wipe splashes; wash	
Self-service beverage area	Once per shift	Wipe spills; clean and sanitize surfaces	
Self-service condiment area	Once per shift	Wipe spills; disassemble, clean and sanitize dispensers	

Initial When Complete