

General Cleaning Schedule

Daily Task List

Date:

Area to Clean	How Often	How to Clean	Appropriate Cleanser	Person Responsible	Initial When Complete
Building Exterior	Daily	Sweep up debris; pick up trash	Broom		
Front Doors	As needed	Spot clean glass, wipe other surfaces	Glass cleaner		
Floors	Daily/as needed	Sweep, mop	Approved sanitizer		
Trash Bins	Daily	Use a clean, damp cloth to wipe interior and ext	Warm soapy water and 200 ppm sanitizer		
Handwashing Sink	Every 4 hours	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Prep Counters	Between uses	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Prep Areas	Daily/as needed	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Delivery Counters	After every shift	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Dry Storage Areas	Daily	Sweep, mop	Approved sanitizer		
Storage Bins	Daily	Use a clean, damp cloth to wipe exterior	Warm soapy water and 200 ppm sanitizer		
Cleaning cloths	Daily/as needed	Washing machine	Laundry detergent		
Counters/Shelves	After every shift	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Dish Racks	Daily	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Drain Covers	Daily	Clear debris; wash, rinse, sanitize	Dish machine		
Walk-in Coolers	Daily	Sweep, mop; wipe outside and inside	Approved sanitizer		
Reach-in Coolers	Daily/as needed	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Reach-in Handles	Daily/as needed	Use a clean, damp cloth			
Hood Filters	Daily	Soak in degreaser, rinse, air dry			
Hood Grease Pans	Every other week	Clean with degreaser, wash with dishwasher	Dish machine		
Ice bucket	Every 4 hours	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Dipwells	Daily	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Mops/Brushes	Daily	Wash, rinse, sanitize; hang over sink to dry	Warm soapy water and 200 ppm sanitizer		
Pizza Oven	Daily/as needed	Use a clean, damp towel to wipe interior	Fresh water		
Food Scales	Every 4 hours/as needed	Wash, rinse, sanitize	Warm soapy water and 200 ppm sanitizer		
Utensils	Every 4 hours	Wash, rinse, sanitize	Dish machine		
Condiment Containers	Daily	Wash, rinse, sanitize	Dish machine		
Bathroom Mirrors	After every shift	Use paper towel to wipe	Glass cleaner		
Bathroom Surfaces	Daily	Use paper towel to wash, rinse and sanitize	Approved bathroom cleaner		
Bathroom Floors	Daily	Sweep, mop	Approved sanitizer		