

Monthly Facilities Cleaning Schedule

Task List

Date:

| Item to Clean | When to Clean | How to Clean | Person Responsible | Initial When Complete |
|----------------------|----------------|---|--------------------|-----------------------|
| Ceilings | Monthly | Wash ceilings, including lights and vents | | |
| Light Fixtures | Monthly | Clean shields and fixtures | | |
| Walls | Monthly | Remove grease and clean | | |
| Kitchen Hoods | Monthly | Clean filters; replace when needed | | |
| Furniture Upholstery | Monthly | Wash thoroughly | | |
| Carpets | Every 2 months | Shampoo and steam clean | | |
| Grease Traps | Every 2 months | Clean and degrease hood system | | |
| HVAC | Every 2 months | Shampoo or steam clean | | |
| Hard Floors | Every 6 months | Strip and reseal | | |