

Weekly Facilities Cleaning Schedule

Task List

Date:

Item to Clean	How to Clean	Person Responsible	Initial When Complete
Chairs	Clean chair backs, arm-rests and legs with damp cloth		
Dining Tables	Clean table bases with damp cloth		
Display Cabinets	Clean cabinet interior with damp cloth		
Drains	Flush drains with disinfectant		
Dry Storage Areas	Clean shelves; scrub and mop floors; scrub baseboards		
Employee Areas	Clean out employee lockers and storage with damp cloth		
Fans	Clean fan guards with damp cloth		
Floors	Scrub and mop baseboards		
Hoods	Clean air intake and output ducts (may require professional)		
Walls	Wash thoroughly		