

Weekly Cleaning Schedule - Facilities

Area	Cleaning Task
Carpets	
Ceilings	
Chairs	Clean chair backs, rails and legs
Dining Tables	Clean table bases
Display cabinets, non-food	Clean cabinet interior
Drains	Flush drains with disinfectant
Dry storage areas	Clean shelves
	Scrub floors, baseboards and corners
Employee areas	Clean employee lockers and storage areas
Fans	Clean fan guards
Floors	Scrub baseboards and corners
Garbage cans	
Grease traps	
Hoods	
HVAC System	Clean air intake and output ducts
Light fixtures	
Office areas	
Self-service condiment areas	
Self-service serviceware areas	
Upholstery	
Walls	Wash all walls