

Equipment Cleaning Schedule_Master

Item of equipment	Cleaning Task	Frequency
Beverage dispensing	Clean spills and splashes	As soon as possible
	Clean out drain tray	At the end of each shift
	Disassemble, clean and sanitize dispenser spouts	Daily at closing
Breath guards	Clean spills and splashes	As soon as possible
	Clean and sanitize all surfaces	At the end of each shift
Can openers	Clean and sanitize	After each use or at the end of each shift
Carts and transport equipment	Clean spills and splashes	As soon as possible
	Clean and sanitize shelves and racks	Daily, after use
	Thoroughly clean and sanitize supports and exterior	Weekly
Clean-in-place and frozen dessert machines	Clean spills and splashes	As soon as possible
	Clean out drain tray	At the end of each shift
	Disassemble, clean and sanitize mixing parts, interior surfaces and dispenser spouts	Daily at closing
Coffee and tea brewing	Clean spills and splashes	As soon as possible
	Rinse baskets, urns and pots	After every use
	Disassemble, clean and sanitize spray heads and spouts	Daily, at end of shift
	Clean and brush urn, pots and baskets using a manufacturer recommended cleaner	Weekly
Deep fryer	Clean outside surfaces	At the end of each shift
	Clean and filter grease	At the end of each shift
	Boil out fryers	Weekly
Food mixers, slicers and processors	Disassemble, clean and sanitize equipment parts, surfaces and work tables	After each use or between each product change

Item of equipment	Cleaning Task	Frequency
Griddle, chargrill, broiler and salamander	Clean and brush grill surfaces	As needed or at the end of each shift
	Clean surrounding surfaces and grease tray	At the end of each shift
	Clean cooking surfaces and backsplash	Daily, at closing
	Disassemble and clean burners and trays	Weekly
Hot holding and proofing cabinets	Clean spills	Immediately
	Clean interior surfaces and racks	Daily, at closing
	Clean outside surfaces	Daily, at closing
Ice machine	Clean doors, gaskets and outside surfaces	Daily, at closing
	Drain ice, clean and sanitize interior surfaces	Monthly
	Flush ice making unit	Monthly
Microwave	Clean spills	Immediately
	Clean and sanitize interior surfaces	At the end of each shift
	Disassemble, clean and sanitize fan shield and tray	Daily, at closing
	Clean outside surfaces	Daily, at closing
Ovens, conventional, convection, deck and combi	Clean spills	Immediately
	Clean interior surfaces and racks	Weekly
	Clean outside surfaces	Daily, at closing
Pulpers	Clean spills and splashes	As soon as possible
	Clean and sanitize all exposed surfaces	Daily, at closing
Range	Clean spills	Immediately
	Clean and sanitize work surfaces	At the end of each shift
Reach-in refrigeration and freezer units	Clean spills	Immediately
	Clean doors, gaskets and outside surfaces	Daily, at closing
	Empty, clean and sanitize	Weekly (defrost and clean freezers monthly)

Item of equipment	Cleaning Task	Frequency
Scales	Clean and sanitize scale tray	After every use
	Clean and sanitize exposed surfaces	Daily, at closing
Sinks	Clean and sanitize sink interior	After each use
	Clean outside surfaces and backsplash	Daily, at closing
	Clean legs and supports	Weekly
Steam jacketed cooking vessels	Clean and sanitize inside surfaces. Disassemble, clean and sanitize spigots and valves	After each use
	Clean outside surfaces	Daily, at closing
Steam tables	Drain water and clean well	At the end of each shift
	Clean outside and surrounding surfaces	At the end of each shift
	De-lime unit	Weekly
Steamer	Clean spills	Immediately
	Clean and sanitize interior surfaces and racks	Daily, at closing
	Clean outside surfaces	Daily, at closing
	De-lime	Monthly or more frequently if needed
Walk-in refrigeration and freezer units	Clean spills	Immediately
	Sweep and damp mop	At the end of each shift (freezer sweep only)
	Clean door surfaces and gaskets	Daily, at closing
	Scrub floors	Daily, at closing (except freezer)
	Clean walls	Weekly
	Clean fans	Monthly
	Empty, clean racks, walls, floors and corners	Monthly (defrost freezer)

Item of equipment	Cleaning Task	Frequency
Warewashing and dish machine	Disassemble and clean	As frequently as necessary to maintain clean water
	Clean doors, gaskets and surfaces	Daily, at closing
	De-lime machine	Monthly or more frequently if needed
Work tables	Clean and sanitize tops and shelves	After each use and after each shift
	Clean legs and supports	Weekly
	Empty, clean and sanitize drawers	Weekly