

## Daily Cleaning Schedule - Facilities

Areas	Cleaning task	Timing or frequency
<b>Carpets</b>	Vacuum	Daily, at closing
<b>Ceilings</b>		
<b>Chairs</b>	Clean and sanitize seat	After every use
<b>Dining Tables</b>	Clean and sanitize	After every use
<b>Display cabinets, non-food</b>	Clean and sanitize surfaces	At the end of each shift
<b>Drains</b>	Scrub drain covers	Daily, at closing
<b>Dry storage areas</b>	Sweep and mop floors	Daily, at closing
<b>Employee areas</b>	Clean and sanitize tables and shelves used for eating	After every use
	Sweep and mop, if applicable	At the end of each shift
<b>Fans</b>		
<b>Floors</b>	Spills	Immediately
	Sweep	As needed, or between meals
	Damp mop	After each shift or rush
	Scrub	Daily, at closing
<b>Garbage cans</b>	Scrub clean and sanitize cans with hot water or steam and detergent	After emptying or daily at closing
<b>Grease traps</b>		
<b>Hoods</b>	Clean walls and exposed surfaces of hoods	Daily, at closing
<b>Hoods</b>	Clean removable filters	Daily, at closing
<b>HVAC System</b>		
<b>Light fixtures</b>		
<b>Office areas</b>	Sweep and mop, if applicable	Daily, at closing
	Clean work surfaces	Daily, at closing
<b>Self-service condiment areas</b>	Clean spills and splashes	Immediately
	Clean and sanitize surfaces	At the end of each shift
	Disassemble, clean and sanitize dispensers	Daily, at closing
<b>Self-service serviceware areas</b>	Clean spills and splashes	Immediately
	Clean and sanitize surfaces	At the end of each shift
<b>Upholstery</b>	Vacuum or brush clean	Daily, at the end of each shift
<b>Walls</b>	Splashes	As soon as possible
	Wash	Daily, at closing in prep and cooking areas

