

Facilities Cleaning Schedule_Master

Facility Area	Cleaning Task	Frequency
Carpets	Vacuum	Daily, at closing
	Steam clean or shampoo	As needed, but at minimum every 3 months
Ceilings	Wash	Monthly
Chairs	Clean and sanitize seat	After every use
	Clean chair backs, rails and legs	Weekly
Dining Tables	Clean and sanitize	After every use
	Clean table bases	Weekly
	Remove gum from table bottoms	Monthly
Display cabinets, non-food	Clean and sanitize surfaces	At the end of each shift
	Clean cabinet interior	Weekly
Drains	Scrub drain covers	Daily, at closing
	Flush drains with disinfectant	Weekly
Dry storage areas	Sweep and mop floors	Daily, at closing
	Clean shelves	Weekly
	Scrub floors, baseboards and corners	Weekly
Employee areas	Clean and sanitize tables and shelves used for eating	After every use
	Sweep and mop, if applicable	At the end of each shift
	Clean employee lockers and storage areas	Weekly
Fans	Clean fan guards	Weekly
Floors	Spills	Immediately
	Sweep	As needed or between shifts
	Damp mop	After each shift or rush
	Scrub	Daily, at closing
	Strip and reseal	Every 6 months
Garbage cans	Scrub clean and sanitize cans with hot water or steam and detergent	After emptying or daily at closing
Grease traps	Pump out and clean	Depends upon the size and type of trap. Usually monthly

Facility Area	Cleaning Task	Frequency
Hoods	Clean walls and exposed surfaces of hoods	Daily, at closing
	Clean removable filters	Daily, at closing
	Clean and degrease hood system	As needed, but at minimum every 3 months
HVAC System	Clean air intake and output ducts	Weekly
	Check filters	Monthly
	Clean ductwork	Yearly
Light fixtures	Clean shields and fixtures	Monthly
Office areas	Sweep and mop, if applicable	Daily, at closing
	Clean work surfaces	Daily, at closing
Self service condiment areas	Clean spills and splashes	Immediately
	Clean and sanitize surfaces	At the end of each shift
	Disassemble, clean and sanitize dispensers	Daily, at closing
Self service serviceware areas	Clean spills and splashes	Immediately
	Clean and sanitize surfaces	At the end of each shift
Upholstery	Vacuum or brush clean	Daily, at the end of each shift
	Steam clean or shampoo	As needed, but at minimum every 3 months
Walls	Splashes	As soon as possible
	Wash	Daily, at closing in prep and cooking areas
		Weekly, in all other areas