FOOD PREMISES CLEANING SCHEDULE

FOOD PREMISES AREAS:	AFTER EACH USE	AFTER EACH SHIFT/DAY	WEEKLY	MONTHLY	DATE/ INITIALS
KITCHEN:					
Bun Warmer		X			
Ceiling/Ceiling Tiles				X	
Ceiling Fans & Covers				X	
Ceiling Light Covers				X	
Char-Broilers			X		
Convection Ovens		X			
Counter Tops		X			
Crock Pots		X			
Cutting Boards: Non Hazardous Foods		X			
Cutting Boards: Hazardous Foods i.e. Meats	X				
Deep Fryers			X		
Display Coolers		X			
Flat Bed Grill/Grease Traps		X			
Floors-Main Food Handling/Prep Areas		X			
Floors-Under Main Line Equipment		X			
Food Storage/Shelves			X		
Garbage Bins		X			
Handwash Basins		X			
Heat Lamp Units			X		
Hood Vent Covers				X	
Ice Cream Blender & Blades	X				
Ice Cream Dipping Wells/Scoops		X			
Ice Cube Machine (interior & exterior)			X		
Ice Cube Scoop/Scoop Container		X			
Microwaves (interior & exterior)		X			
Pipes & Cables – Electric/Gas/Water				X	
Plate/Glassware Storage			X		
Pop Machine/Dispensing Equipment			X		
Reach in Coolers (exterior & interior)		X			
Reach in Cooler Compressor/Fan Equipment			X		
Rotisserie - interior		X			
Rotisserie – exterior & underneath		X			
Salamander/Broilers			X		
Splash Guards		X			
Steam Ovens/Pressure Cookers		X			
Steam Tables & Reservoirs		X			
Stoves/Ovens		X			
Utensil Storage – Bins/Containers/Drawers			X		
Walls			X		
DISHWASHING AREA:					
Above Ground Grease Trap (exterior)			X		
Dish/Plate/Utensil Shelves			X		
Dishwasher (exterior)		X			
Dishwasher Filter		X			
Floor		X			
Garbage Containers		X			
Pre-Wash Sink		X			
Slop Sink/Mop Head/Bucket		X			
Splash Guard		X			
Utensil/Cutlery Containers			X		
Walls/Ceiling/Light & Fan Covers				X	

FOOD PREMISES AREAS:	AFTER EACH USE	AFTER EACH SHIFT/DAY	WEEKLY	MONTHLY	DATE/ INITIALS
FOOD PREPARATION AREA:					
Bakery Equipment (Food Contact Surface)	X				
Blenders/Grinders/Kettle Cookers	X				
Ceiling Fans/Covers/Tiles				X	
Ceiling Light Covers				X	
Convection Ovens		X			
Cutting Boards: Non Hazardous Foods		X			
Cutting Boards: Hazardous Foods	X				
Floors		X			
Food Prep Tables – Top/Legs/Underneath		X			
Food Storage Bins/Containers		X			
Food Storage Shelves			X		
Handwash Basin		X			
Reach in Coolers (interior & exterior)		X			
Reach in Coolers (compressor & fan unit)			X		
Slop Sink/Mop Head/Bucket		X			
Splash Guards		X			
Utensil Storage – Bins/Containers			X		
Walls			X		
WALK IN COOLER/FREEZER:					
Compressor Unit: Fan/Filter				X	
Floor		X			
Storage Shelves			X		
Walls/Ceiling			X		
CHEMICAL/UTILITY ROOM (NO FOOD STORAGE)			X		
DRY GOODS STORAGE ROOM:					
Floor		X			
Food Storage Bins/Containers			X		
Food Storage Shelves			X		
Walls/Ceiling/Light Covers				X	
PUBLIC/STAFF WASHROOMS:					
Floor		X			
Garbage Bins		X			
Handwash Basin		X			
Infant Diaper Change Tables		X			
Staff Lockers			X		
Toilets		X			
OUTSIDE					
Garbage/Grease Storage Area:			X		

Options for Implementing Your Cleaning Schedule

- This *Cleaning Schedule* should be used as a guideline for the development of your own schedule; one that meets the specific needs and requirements of your premises.
- Any cleaning schedule will not be effective unless monitored by management.
- All food spills must be removed and areas cleaned and sanitized in a timely fashion. Never let food spills accumulate anywhere within the premises.
- To facilitate cleaning, divide your premises into smaller areas and instruct your staff to clean and sanitize all items in that area (i.e. equipment, shelves, walls, etc.).
- Contact your local Public Health Inspector if you require any additional assistance.

Remember: If you have time to lean – you have time to clean!