Weekly/Monthly Cleaning Log

Instructions: Write the date and your initials for each task you have completed.

Week Ending: _____

Weekly Cleaning Tasks	Date	Initials
Deep Clean the Fridges - inside, shelves, gaskets, ceiling, back(outside), and underneath.		
Deep clean the Freezers - inside, shelves, gaskets, back(outside), and underneath.		
Deep clean the 3-compartment sink & surrounding walls.		
Deep clean any dry storage shelves.		
Clean the grinder (if taking it apart, be VERY careful getting it back together correctly!).		
Deep clean the coffee airpots.		
Clean & descale the dishwasher.		
Clean the hand-washing sinks.		
Empty and clean/sanitize the front ice-bin.		
Clean all the cabinets in the front-of-the-house - inside and out.		
Clean the floor drains.		
Clean the walls in the front-of-the-house.		
Clean the walls in the back-of-the-house.		
Deep clean the dining area tables & chairs - legs, backs, underneath, etc.		
Check if any repairs need to be done on tables, chairs, cabinets, baseboards, etc.		
Check if any lights need to be replaced - in the front or back-of-the-house.		
Check your dishes for cracks and dispose as necessary.		
Clean the trash-bins and their surrounding areas.		
Clean/dust the top of all the equipment.		
Deep clean the register & hand-off areas.		
Clean all the windows (this may need to be done daily rather than weekly).		
You may also consider doing a weekly or montly inventory of all your perishables.		
Monthly Cleaning Tasks	**Date**	**Initials**
Clean the vents in the ceilings or up high on the walls.		
Deep Clean the Ice Maker - empty, clean, & sanitize the interior. Also clean the air filter if needed.		

Supervisor's Initials and Date (at the end of the week): _____