

The frequencies of cleaning and sanitizing are suggestions. If any surface, equipment, or area is soiled or contaminated, it must be cleaned and sanitized immediately, in addition to the scheduled cleaning and sanitizing.

FOOD PREPARATION AND STORAGE EQUIPMENT								
WHAT	WHEN*				HOW	SUPPLIES	WHO	DATE / INITIALS
	4H	D	W	M				
Alto Shaams		X			<ul style="list-style-type: none"> <li>Remove drip pan and send to 3 comp sink</li> <li>Wipe down inside with detergent towel</li> <li>Rinse with clean water</li> <li>Wipe surfaces with sanitizer towel</li> <li>Clean outside of unit and handles</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Bain Marie/ Steamer		X		X	DAILY <ul style="list-style-type: none"> <li>Drain water and remove food debris</li> <li>Wipe out well with detergent towel and rinse,</li> <li>Sanitize surfaces</li> </ul> WEEKLY – De-lime as directed by manufacture	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>De-liming agent</li> <li>Gloves</li> <li>Eye protection</li> </ul>		
Beverage dispensers		X			<ul style="list-style-type: none"> <li>Disassemble nozzles and wash, rinse, sanitize and air dry parts</li> <li>Clean and sanitize drain tray and clean up any spills</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Can openers		X			<ul style="list-style-type: none"> <li>Wash, rinse and sanitize blade</li> <li>Clean spills on handle or bracket</li> </ul>	<ul style="list-style-type: none"> <li>3 comp sink</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Coffee/Tea Brewers		X	X		DAILY - Disassemble nozzles and wash, rinse, sanitize and air dry parts WEEKLY - Use recommended urn or carafe cleaner to remove deposits	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> <li>Eye protection</li> <li>De-liming agent</li> </ul>		
Dicers	X	X			Must be cleaned and sanitized every 4 hours if used with TCS foods DAILY <ul style="list-style-type: none"> <li>Wash, rinse and sanitize in 3-comp sink</li> <li>Inspect for debris before storing</li> </ul>	<ul style="list-style-type: none"> <li>3 comp sink</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Dish machine		X	X		DAILY <ul style="list-style-type: none"> <li>Run traps/screens through dish machine or 3 comp sink</li> <li>Wipe off shelves, doors, backsplash, countertops, etc</li> <li>rinse, and squeegee stainless steel to dry</li> </ul> WEEKLY – De-lime as directed by manufacturer	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Clean towels</li> <li>Squeegee</li> <li>De-liming agent</li> <li>Gloves</li> <li>Eye protection</li> </ul>		
Fryers		X	X		DAILY <ul style="list-style-type: none"> <li>Clean outside surfaces</li> <li>Filter oil</li> <li>Clean filtering equipment in 3-comp sink</li> </ul> WEEKLY – Boil out fryer as directed by manufacturer	<ul style="list-style-type: none"> <li>Filtering unit/aid</li> <li>Detergent solution</li> <li>Clean towels</li> <li>Boil-out solution</li> <li>Gloves</li> </ul>		

\*When: Every 4 Hours (4H), Daily (D), Weekly (W), Monthly (M), 6 Months (6M)

## FOOD PREPARATION AND STORAGE EQUIPMENT

WHAT	WHEN*				HOW	SUPPLIES	WHO	DATE / INITIALS
	4H	D	W	M				
Grill/Flat Top		X	X		DAILY/SHIFT CHANGE <ul style="list-style-type: none"> <li>On hot surface, loosen debris with water and scrubber</li> <li>Wipe grill and backsplash and any spills with detergent-soaked towel and rinse</li> </ul> WEEKLY <ul style="list-style-type: none"> <li>Use razor blade/scrapper to remove debris build-up</li> <li>Remove any drip pans and change liners</li> <li>Clean all outside surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Warm water</li> <li>Green scrubber</li> <li>Clean towel</li> <li>Detergent solution</li> <li>Insulated gloves</li> <li>Scraper/brush</li> </ul>		
Heat lamps			X		<ul style="list-style-type: none"> <li>Turn off power and allow lamps to cool</li> <li>Wipe surfaces with detergent-soaked towel</li> <li>Wipe with sanitizer towel and allow to dry</li> </ul>	<ul style="list-style-type: none"> <li>Clean towels</li> <li>Detergent solution</li> <li>Sanitizer</li> </ul>		
Hot wells/ steam table/ Steamer		X	X		DAILY <ul style="list-style-type: none"> <li>Turn off unit and allow water to drain and surfaces to cool</li> <li>Remove food debris</li> <li>Wipe wells and outside surfaces with detergent-soaked towel</li> <li>Wipe wells with sanitizer towel and allow to air dry</li> </ul> WEEKLY – Follow directions on de-liming agent to remove deposits in unit, rinse, and air dry	<ul style="list-style-type: none"> <li>Clean towels</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>De-liming agent</li> <li>Gloves</li> <li>Eye protection</li> </ul>		
Ice Bins		X			<ul style="list-style-type: none"> <li>Remove and drain ice</li> <li>Wipe down surfaces and door/lid with sanitizer towel</li> </ul>	<ul style="list-style-type: none"> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Ice Machines		X	X		DAILY – Wipe doors, gaskets and outside surfaces with fresh sanitizer towel WEEKLY – Drain, remove ice, clean and sanitize all interior surfaces and gaskets, lids, chutes, etc 6 MONTHS – Follow manufacturer's directions for cleaning/flushing	<ul style="list-style-type: none"> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> <li>Ice machine cleaning solution</li> </ul>		
Ice cream/ yogurt machine		X			<ul style="list-style-type: none"> <li>Follow manufacturer's directions</li> <li>Wash, rinse and sanitize all removable parts</li> <li>Run sanitizing cycle and flush machine after use and before use the next day</li> <li>Wipe outside surfaces with sanitizer towel</li> </ul>	<ul style="list-style-type: none"> <li>3 compartment sink</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> </ul>		
Knives, Cut resistant gloves	X				Must be cleaned and sanitized every 4 hours if used with TCS foods	<ul style="list-style-type: none"> <li>3 compartment sink</li> </ul>		
Knife holder			X		<ul style="list-style-type: none"> <li>Remove knife holder from wall</li> <li>Wash, rinse and sanitize in 3 comp sink</li> <li>Clean and sanitize wall behind knife holder</li> </ul>	<ul style="list-style-type: none"> <li>3 compartment sink</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Line coolers/ freezers, grill drawers, cold wells		X	X	X	DAILY – Clean spills and outside surfaces WEEKLY – Empty, clean and sanitize interior surfaces and racks MONTHLY – Vacuum/brush to remove dust from condenser coils	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> <li>Vacuum/brush</li> </ul>		
Meat slicer	X				4H or more often <ul style="list-style-type: none"> <li>Unplug, disassemble and take parts to 3-comp sink to wash, rinse and sanitize</li> <li>Wipe off stationary parts with detergent-soaked towel and then sanitizer towel and allow to air dry</li> <li>Include surrounding surfaces and spills</li> </ul>	<ul style="list-style-type: none"> <li>3 Compartment sink</li> <li>Sanitize</li> <li>Clean towels</li> <li>Cut-resistant gloves</li> </ul>		

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FOOD PREPARATION AND STORAGE EQUIPMENT								
WHAT	WHEN*				HOW	SUPPLIES	WHO	DATE / INITIALS
	4H	D	W	M				
Microwave		X			<ul style="list-style-type: none"> <li>Clean interior and rotating plate, if appropriate, with detergent-soaked towel then sanitizer towel</li> <li>Wipe outside surfaces and handles with detergent-soaked towel then sanitizer towel</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Mixers/ mixing bowls	X				Must be cleaned and sanitized every 4 hours if used with TCS foods	<ul style="list-style-type: none"> <li>3 compartment sink</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Ovens		X	X		DAILY – Clean interior spills or remove crumbs, wipe outside surfaces and handles  WEEKLY – Clean interior surfaces and racks, gaskets Scrape off debris with razor blade or scraper Use oven cleaner as directed by manufacturer	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> <li>Razor blade/scrapper</li> <li>Oven cleaner</li> </ul>		
Scales		X			Clean up spills and wipe all surfaces with detergent-soaked towel followed by sanitizer towel	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Slicers/ Dicers (Tomato, Lemon wedger, etc)	X	X			Must be cleaned and sanitized every 4 hours if used with TCS foods  DAILY <ul style="list-style-type: none"> <li>Wash, rinse and sanitize in 3-comp sink</li> <li>Inspect for debris before storing</li> </ul>	<ul style="list-style-type: none"> <li>3 comp sink</li> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
3 comp sink		X			<ul style="list-style-type: none"> <li>Drain each compartment</li> <li>Remove food debris</li> <li>Wash, rinse and sanitize each compartment</li> <li>Air dry</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> <li>Green Scrubber</li> </ul>		
Toaster		X			<ul style="list-style-type: none"> <li>UNPLUG</li> <li>Remove crumbs from tray</li> <li>Wipe down surfaces with detergent-soaked towel and then sanitizer towel</li> <li>Air dry before plugging into power</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Walkin cooler		X	X	X	DAILY <ul style="list-style-type: none"> <li>Clean spills</li> <li>Sweep floor</li> <li>Wipe door surfaces and gaskets and handles</li> </ul> WEEKLY – Clean walls and racks, damp mop floor MONTHLY – Inspect and clean fan guards	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> <li>Green Scrubber</li> </ul>		
Walk-in freezer		X		X	DAILY <ul style="list-style-type: none"> <li>Clean spills</li> <li>Sweep floor</li> <li>Wipe door surfaces and gaskets and handles</li> <li>Remove any ice buildup</li> </ul> MONTHLY – Clean fan guards, clean racks, walls, and floors with appropriate freezer cleaning products	<ul style="list-style-type: none"> <li>Broom/dust pan</li> <li>Sanitizer towel</li> </ul>		

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FACILITY								
WHAT	WHEN*				HOW	SUPPLIES	WHO	DATE / INITIALS
	4H	D	W	M				
Ceilings			X		<ul style="list-style-type: none"> <li>Remove debris with long handled mop as necessary</li> <li>Squeegee may be appropriate in high condensation areas</li> <li>Replace stained/damaged ceiling tiles</li> </ul>	<ul style="list-style-type: none"> <li>Mop and Bucket</li> <li>Detergent solution</li> </ul>		
Dining Tables and Chairs	X	X	X		DAILY – Clean and sanitize seats, back and table surface WEEKLY– Clean table base and chair legs MONTHLY <ul style="list-style-type: none"> <li>Remove debris/gum from beneath tables</li> <li>Check for maintenance issues – wobbling, broken parts</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels,</li> <li>Gloves</li> </ul>		
Dish machine area	X	X			DAILY <ul style="list-style-type: none"> <li>Remove floor mats and wash with detergent, spray rinse and hang to dry</li> <li>Sweep/mop floor to clear debris</li> <li>Check cleaning supplies are connected/ available</li> </ul> WEEKLY <ul style="list-style-type: none"> <li>Detail clean legs of equipment, replenish cleaning supplies and clean shelf, include drain flush with sanitizer or drain disinfectant</li> </ul>	<ul style="list-style-type: none"> <li>Broom</li> <li>Mop</li> <li>Spray hose</li> <li>Detergent solution</li> <li>Clean towels</li> <li>Drain cleaner/ disinfectant</li> <li>Gloves</li> </ul>		
Display shelves/ racks		X			Wipe off surfaces with sanitizer towel	<ul style="list-style-type: none"> <li>Sanitizer</li> <li>Towel</li> </ul>		
Drains	X	X			DAILY – Remove debris from drains and include in floor mopping WEEKLY – Flush drains with disinfectant or treatment	<ul style="list-style-type: none"> <li>Mop and bucket</li> <li>Floor detergent/ cleaner</li> <li>Drain disinfectant or treatment</li> </ul>		
Dry Storage/ Chemical storage	X	X			DAILY – Clean up any spills as necessary WEEKLY – Sweep and mop storage areas	<ul style="list-style-type: none"> <li>Broom</li> <li>Mop and bucket</li> <li>Floor detergent/ cleaner</li> </ul>		
Employee break room	X	X			DAILY – Clean and sanitize tables/surfaces used for eating and food storage, sweep and mop floors WEEKLY – Clean employee storage areas/lockers	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> </ul>		
Floors	X				<ul style="list-style-type: none"> <li>Clean up spills immediately</li> <li>Sweep, mop and scrub drains, if necessary</li> <li>Notify maintenance if tiles need repair to prevent standing water</li> </ul>	<ul style="list-style-type: none"> <li>Broom</li> <li>Mop and bucket</li> <li>Floor detergent/ cleaner</li> </ul>		
Garbage cans	X				<ul style="list-style-type: none"> <li>Empty trash</li> <li>Wash and sanitize containers</li> <li>Invert to dry</li> <li>Replace liners</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Spray hose</li> <li>Gloves</li> <li>Liners</li> </ul>		
Grease traps			X		Professional service – pump out and clean trap	<ul style="list-style-type: none"> <li>Professional service</li> </ul>		

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FACILITY								
WHAT	WHEN*				HOW	SUPPLIES	WHO	DATE / INITIALS
	4H	D	W	M				
Hoods	X	X	X		DAILY – Clean any walls or surfaces beneath hoods WEEKLY – Clean filters MONTHLY – Degrease hoods (may use professional service)	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Degreaser for filters and hood</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
HVAC			X	X	WEEKLY – Check vents and wipe away any dust/debris MONTHLY – Change filters	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Filters</li> </ul>		
Light fixtures			X		Clean light shields and fixtures, as necessary	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Menu boards			X		Wipe with damp towel	<ul style="list-style-type: none"> <li>Sanitizer</li> <li>Clean towels</li> <li>Gloves</li> </ul>		
Mop sink		X			<ul style="list-style-type: none"> <li>Wash, rinse and sanitize mop sink, walls and surrounding area</li> <li>Store hoses/equipment in hanging position off of the sink</li> </ul>	<ul style="list-style-type: none"> <li>Detergent solution sanitizer</li> <li>Spray hose</li> <li>Gloves</li> </ul>		
Pictures/decorations			X		Wipe with damp towel or feather duster	<ul style="list-style-type: none"> <li>Sanitizer</li> <li>Towel</li> <li>Gloves</li> <li>Feather duster</li> </ul>		
Restrooms	X				<ul style="list-style-type: none"> <li>Sweep and mop floor</li> <li>Disinfect sink, diaper change station and toilets/urinals</li> <li>Use glass cleaner to clean mirror</li> <li>Refill supplies</li> </ul>	<ul style="list-style-type: none"> <li>Broom</li> <li>Mop and bucket</li> <li>Floor cleaner</li> <li>Disinfectant</li> <li>Toilet brush</li> <li>Paper towels</li> <li>Clean towels</li> <li>Glass cleaner</li> <li>Gloves</li> </ul>		
Walls	X		X		DAILY – Wipe up any splashes with detergent-soaked towel MONTHLY – Deep clean all walls in food prep area	<ul style="list-style-type: none"> <li>Detergent solution</li> <li>Clean towels</li> <li>Gloves</li> </ul>		

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MASTER CLEANING AND SANITATION SCHEDULE									
WHAT	WHEN*				HOW	SUPPLIES	WHO	DATE / INITIALS	
	4H	D	W	M					

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