

## Sample Food Service Cleaning Schedule

TASK	HOW OFTEN?					COMMENTS
	After each use	Before & after each use	Daily	Weekly	As necessary	
<b>RANGE</b>						
Clean grill and grease pans	√					
Clean burners	√					
Clean outside			√			
Wipe out oven				√		
Clean edges around hood				√		
Clean hood screening and grease trap				√		
<b>REFRIGERATOR AND FREEZER</b>						
Defrost freezer and clean shelves					√	Or when more than 1/4-inch frost develops or temperature exceeds 0°F.
Wipe outside			√			
Dust top				√		
Clean inside shelves in order				√		
<b>MIXER AND CAN OPENER</b>						
Clean mixer base and attachments	√					
Clean and wipe can opener blade	√					
<b>WORK SURFACES</b>						
Clean and sanitize		√				
Organize for neatness			√			
<b>WALLS AND WINDOWS</b>						
Wipe if splattered or greasy					√	
Wipe window sills					√	
Wipe window screens					√	
<b>SINKS</b>						
Keep clean	√					
Scrub			√			
<b>CARTS (if applicable)</b>						
Wipe down	√					
Sanitize			√			
<b>GARBAGE</b>						
Take out			√			Or more often, as needed.
Clean can					√	
<b>TABLES AND CHAIRS</b>						
Clean and sanitize		√				
<b>LINENS</b>						
Wash cloth napkins	√					
Wash tablecloths and placemats	√		√			
	if plastic		if cloth			
Wash dishcloths			√			
Wash potholders				√		
<b>STORAGE AREAS</b>						
Wipe shelves, cabinets, and drawers					√	

Reference: Graves, D.E., Sutor, C.W., & Holt, K.A. eds *Making Food Healthy and Safe for Children: How to Meet the National Health and Safety Performance Standards Guidelines for Out of Home Child Care Programs*. Arlington, VA: National Center for Education in Maternal and Child Health; 1997.