

CLEANING SCHEDULE AND PROCEDURES

Month _____

ITEM/AREA	POSITION RESPONSIBLE	DATE COMPLETED	PROCEDURE
KITCHEN			
Steam Table Counter			Clean when cool. Use warm detergent water to clean. Rinse well and sanitize.
Milk Refrigerator			Shelves and walls should be washed with mild detergent and water. Rinse and air dry. Polish exterior with stainless steel polish (if stainless steel).
Handwashing Sink			Using detergent water, clean the basin, bowl, faucet, and sides. Rinse with water and sanitize. Check supply of paper towels and soap; refill as needed.
Spice Condiment Shelves			Wash with mild detergent and water. Rinse and allow to air dry.
Refrigerators/Coolers			Wash with detergent water (include fans, shelving, walls, floors and handles). Rinse and sanitize. If made of stainless steel, polish with stainless steel polish. Discard any out-of-date inventory. Sweep floor (walk-in).
Freezer			Defrost if ice build-up present. Clear of food debris and organize for adequate air flow. Discard any out-of-date inventory. Sweep floor (walk-in).
Prep Tables			Use mild detergent and water to clean. Clean legs and shelves. Rinse well, sanitize and air dry.
Range/Stove			Remove drip pans and wash in detergent water. Use a stiff bristle brush to remove hard-to-remove spills. Boil grates and burners in salt/soda water solution. Wipe all exterior parts of the range with a cloth and warm water with degreaser detergent. Clean sides, back, front shelf, and burner knobs.
Oven			Use a blunt scraper or wire brush. Racks and shelves should be removed and cleaned in a warm detergent solution. Clean oven door and oven after use. Clean exterior of oven and polish.
Steamer			Remove pans and drains and wash according to pots and pans policy. Using warm detergent water, clean the interior (including the supports and underneath). Rinse with warm water and allow to air dry, leaving door open.
Defrost Refrigerator			Use a mild soap and water to clean (include fans, shelving, walls, floors). Rinse well and dry thoroughly with a clean cloth.
Grill			Scrape surface with spatula, removing loose soil. Scrub grill surface with a grill brick, rubbing with the grain of the metal. Wipe clean with a vinegar-water solution. Rinse the surface with clean warm water and cloth. Heat grill to 300°F. Pour 1-2 tablespoons of vegetable oil on surface and spread out evenly. Allow to stand for two minutes, then wipe clean.
Floor Mats			Remove from kitchen. Take outside and scrub with hot water and germicidal solution.



CLEANING SCHEDULE AND PROCEDURES

Month _____

ITEM/AREA	POSITION RESPONSIBLE	DATE COMPLETED	PROCEDURE
KITCHEN (continued)			
Floors			Floors must be swept and washed daily (including corners/baseboards). Use detergent and hot water; dry thoroughly.
Floor Drains			Covered, cleaned and free of odors.
Trash Bins			Each time the trash is emptied, pour in one gallon of hot detergent solution into the can and scrub with a long-handled stiff brush. Also, clean lid and dollies, paying attention to the wheels.
Trash Area			Swept and mopped routinely.
Counters			Use mild detergent water to clean. Rinse with water and sanitize.
Drawers/Handles			Remove any food debris from drawers. Use mild detergent water to clean. Rinse well.
Hoods/Vents			Clean inside and out. Wash hood with detergent solution using brush, sponge or cloth.
Ceilings/Sprinkler Heads			Use a mild detergent with germicidal solution and wipe clean with sponge.
Walls/Switch Plates			Painted walls and ceiling should be washed with a mild detergent solution. Rinse using a clean cloth and dry to eliminate streaking.
Ice Cream Refrigerator			Use a mild detergent water to clean (include fans, shelving, walls, floors). Rinse well and dry thoroughly to prevent streaks and spotting.
EQUIPMENT			
Can Opener			Wash handle portion of can opener in dish machine. Wash the blade and base with a brush and cloth.
Coffee Urn Table			Use mild detergent and water to clean. Rinse well and dry thoroughly to prevent streaks and spots. Polish with stainless steel polish.
Microwave			Remove glass tray from inside oven. Wash, rinse and sanitize. Wipe the interior of the oven, including walls, base, door edges and gasket with warm water detergent. Rinse with clean water and sanitize. Leave the door open until dry. Wipe the exterior, clean and sanitize.
Blender			Use detergent water to clean. Follow with rinse and sanitizing solution.
Food Carts			Clean carts with warm water and detergent. Rinse with clean warm water. Rinse with sanitizer solution.
Juice Machine			Follow manufacturer instructions. Using a mild detergent, wipe down all surfaces of the machine. Remove spouts and clean with a brush and detergent.



CLEANING SCHEDULE AND PROCEDURES

Month _____

ITEM/AREA	POSITION RESPONSIBLE	DATE COMPLETED	PROCEDURE
EQUIPMENT (continued)			
Mixer			Wash, rinse and sanitize the mixing bowl, beaters, mixing stand and countertop after each use. Keep covered when not in use.
Kettles/Utensils			Wash both interior and exterior with mild detergent and water. Rinse with clean clear water. Sanitize kettle and let air dry.
Slicer			Wash with detergent water. Rinse and sanitize after use. Follow same steps for cleaning the counter underneath the slicer. Keep covered when not in use.
Toaster			Disconnect cord from electrical outlet. Remove and wash the toast guide and crumb tray with detergent water.
Ice Cream Maker			Scoop in covered container; outside wiped routinely.
Ice Machine			Scoop in covered container; outside wiped routinely.
DISH ROOM			
Dishmachine			After each use with a detergent solution, rinse with fresh water.
Dishwashing Counter			Use hot detergent water to clean. Rinse and sanitize using sanitizing solution.
Spray Arm			After each use with a detergent solution, rinse with fresh water.
3-Compartment Sink			Clear of food debris. Use mild detergent water to clean. Rinse with water after each use.
Garbage Disposal			Use warm detergent solution with germicide and a sponge for cleaning.
Cleaning Closet			After each use, all equipment should be cleaned and rinsed before storage. Mops must be washed, rinsed, and rung out and allowed to air dry before returning to the closet. Use detergent and hot water.
Storage Room			Empty racks and wipe clean or spray with cart wash. Empty tubs and clean, rinse and sanitize. Sweep floor daily.
Storeroom Floor			Floor should be washed in storeroom using detergent and hot water. Dry thoroughly.
Food Storage			Deliveries should be put away as soon as possible after delivery is made. Make sure shelving (or containers) are free of debris. Use mild detergent water and allow to air dry. Return stock to appropriate place of storage.
DINING AREA			
Condiments			Wipe clean with a mild detergent.
Silverware Caddy			Wipe clean with a mild detergent. Clean the inside and outside surface areas.



CLEANING SCHEDULE AND PROCEDURES

Month _____

ITEM/AREA	POSITION RESPONSIBLE	DATE COMPLETED	PROCEDURE
DINING AREA (continued)			
Dining Tables			Daily: Wash with mild detergent, rinse, and sanitize. Air dry after each meal service. Deep Clean: Wash with mild detergent, table legs and under the table surface.
Dining Chairs			Wash with mild detergent, making sure to cover the entire chair (legs, back, arms, seat, etc.).
Floors			Floors must be swept and washed daily (including corners/baseboards). Use detergent and hot water; dry thoroughly.
Ceilings/Light Fixtures			During non-food production hours, clean free from dust and debris.

Instructions/Comments: _____

Food & Nutrition Supervisors: _____ Date: _____

