

Weekly Cleaning & Sanitization Schedule

Week Of: _____

Truck / Location: _____

CLEANING TASK	MON	TUE	WED	THU	FRI	SAT	SUN	INITIALS
COOKING SURFACES								
Grill / griddle — scrape & degrease	?	?	?	?	?	?	?	
Fryer — filter oil & wipe exterior	?	?	?	?	?	?	?	
Oven / warming unit — wipe interior	?	?	?	?	?	?	?	
PREP AREAS								
Cutting boards — sanitize & inspect	?	?	?	?	?	?	?	
Prep tables / counters — clean & sanitize	?	?	?	?	?	?	?	
Sinks — scrub & sanitize (3-compartment)	?	?	?	?	?	?	?	
STORAGE								
Refrigerator interior — wipe & check temp	?	?	?	?	?	?	?	
Freezer interior — wipe & check temp	?	?	?	?	?	?	?	
Dry storage shelves — organize & wipe	?	?	?	?	?	?	?	
FLOORS & WALLS								
Floor — sweep & mop	?	?	?	?	?	?	?	
Wall surfaces — wipe down	?	?	?	?	?	?	?	
Ceiling vents — dust & degrease	?	?	?	?	?	?	?	
EQUIPMENT								
Hood / exhaust filters — degrease	?	?	?	?	?	?	?	
Smallwares — wash & sanitize	?	?	?	?	?	?	?	
Trash cans — sanitize & reline	?	?	?	?	?	?	?	
Ice machine — clean & sanitize	?	?	?	?	?	?	?	
EXTERIOR								
Service window — clean glass & frame	?	?	?	?	?	?	?	
Exterior surfaces — wash & wipe	?	?	?	?	?	?	?	
Awning / canopy — clean	?	?	?	?	?	?	?	
Steps / entry area — sweep & sanitize	?	?	?	?	?	?	?	

DEEP CLEANING TASKS (MONTHLY)

Task	Date Completed	Completed By	Manager Initials
Full exhaust hood system cleaning			
Grease trap service / cleaning			
Deep clean all refrigeration coils			
Pressure wash truck exterior			
Full equipment descaling (coffee, steamer)			

Task	Date Completed	Completed By	Manager Initials
Pest control inspection			

Manager Sign-Off: _____

Date: _____