

	DATE	TASK
☐		Spot wipe walls.
☐		Clean cooking equipment.
☐		Replace foil lining on any equipment.
☐		Clean drink machines, coffee makers, microwaves, and other appliances.
☐		Sanitize the prep area.
☐		Wash soda machine heads in sterilizer solution.
☐		Finish washing dishes and dry them with a clean towel.
☐		Clean sinks.
☐		Wash and dry fabrics in a washing machine.
☐		Refill soap and sanitizer.
☐		Refill paper towel rolls.
☐		Sweep and mop walk-in coolers and storage spaces.
☐		Sweep and mop the kitchen floors.
☐		Take out the trash and recycling.
☐		Disinfect the trash cans.