

Cleaning and Sanitization Schedule

Commercial Kitchen

Business Name: _____

Date: ____ / ____ / ____

Area/Equipment	Cleaning Task	Frequency	Person Responsible	Date Completed	Signature
Food Preparation Surfaces	Clean & sanitize	After each use			
Cooking Equipment (Ovens, Stoves)	Clean & sanitize	Daily			
Refrigerators & Freezers	Wipe down shelves & handles	Weekly			
Floors	Sweep & mop	Daily			
Sinks & Faucets	Clean & sanitize	Daily			
Storage Shelves	Wipe down	Weekly			
Bin/Trash Area	Empty & clean bins	Daily			
Utensils, Pans & Dishes	Wash, rinse & sanitize	After each use			

Supervisor:

Date: ____ / ____ / ____

Manager:

Date: ____ / ____ / ____