

Daily Task	Item to be cleaned	M	T	W	Th	F
	Clean, disinfect and sanitize sinks in kitchen					
	Clean, disinfect and sanitize all counters and carts					
	Clean, disinfect and sanitize hot boxes					
	All food is properly rotated - First in, First out					
	All food is properly labeled with date received and expiration					
	All pieces of equipment/shelves/cabinets are cleaned to sight & touch					
	On delievery day - all items are dated [Month / Year] and put away					
	Kitchen will be inspected daily to ensure it would pass DH Standards					
Weekly Task	Sweep Enitre Area; including under appliances / shelves <i>[this task might have to be done more than 1x per wk]</i>					
	Check to see everything is in date and organized					
	Clean and wipe down microwave					
Monthly Task	Wash Walls and remove any grease / dirt					

Date: _____ I verify that all of the task have been completed correctly per my initials

Signature: _____