

Daily, weekly and monthly tasks for a clean and welcoming break room

Facility \_\_\_\_\_ Date \_\_\_\_\_ Completed by \_\_\_\_\_

## Daily

- Wipe countertops, tables and food prep surfaces with disinfectant
- Clean microwave interior and handles; empty and clean the coffee pot
- Sweep and mop floors; clean up spills immediately
- Empty trash bins and replace liners
- Check for and remove expired food; encourage labeled storage

## Weekly

- Deep-clean appliances (microwave, refrigerator, coffee machine) thoroughly
- Clean and organize cabinets; wipe interiors and re-organize contents
- Sanitize sinks, faucets and surrounding surfaces
- Replace dish cloths and towels with fresh ones

## Monthly

- Remove all food from storage; discard expired items; deep-clean shelves and drawers
- Wipe down windows and all glass surfaces
- Inspect, clean and service appliances; arrange repairs as needed
- Deep-clean floors including mopping and waxing or polishing as appropriate