

## Weekend Cleaning Chores

1. Turn all Dining Room chairs up onto tables.
2. a) Wash hands, then put all clean dishes from Dishroom racks onto kitchen prep tables. Remove towels from drying racks and do laundry (all towels and cloths / aprons in hamper).  
b) When wash complete – move load over to dryer.  
c) Before leaving, return dry towels to basket in Dishroom, fold aprons and place on shelf in kitchen, fold wash cloths and put on shelf in Dishroom.
3. Roll up all Kitchen / Dishroom mats and store in Conference Room.
4. Sweep all tiled floors well to prep for mopping.
5. Mop all tile flooring in building, changing water as needed – typically takes 4 – 5 changes.
6. Clean Hand Wash Sinks (2 in kitchen and 1 in Dishroom).
7. Clean the 2 catch trays under the burners of the stove.
8. Wipe down the 2 refrigerator doors and ice machine.  
  
Every 1<sup>st</sup> and 3<sup>rd</sup> week, remove air filter from ice machine and clean. Clean the ventilation louvers on front of ice machine.
9. Clean sinks and toilets in bathrooms, wipe down stall doors and safety bars with Chlorox wipes. Wipe down wall under paper towel holder and trash can lids.
10. Check all soap dispensers and paper towel holders; refill / replace as necessary.
11. Vacuum office, Conference Room, and hall rugs.
12. First cleaning of the month, dust blinds, window sills, and wipe down baseboards.
13. Once tile floors are dry, put all floor mats back into place, put chairs in Dining Room back down around tables. Wipe all tables with Food Surface Contact Surface Wipes.  
  
On 3<sup>rd</sup> cleaning of the month, dust the chairs while placing back around the tables.
14. Wipe all light switches, door frames, and door knobs / bars with Chlorox wipes.

15. Wipe down high chairs (1 in Dining Room and 1 in Conference Room) with Chlorox wipes.
16. Do a walk around to check for spills/stains on walls, especially around trash cans and kitchen pass through window.
17. Take out any trash found in cans.
18. Be certain HVAC is set at 60°F, all lights are off, and all doors are locked before leaving.