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| Text  Description automatically generated with low confidence | Document No: HUB.S.REC.76  Effective Date: 01-August 2022  Revision Date: New |
| **Weekly Cleaning Schedule** | Revised By: NRoss  Approved By MDaskis  Reason for Revision: New |

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| Week of: |  | | | |
| Item or Equipment | Cleaning Task | Satisfactory? | | Comments/Corrective Action Taken |
| Yes | No |
| Burners | Disassemble and clean. Replace foil liner |  |  |  |
| Oven | Wipe up spills. Clean racks. Wipe exterior and interior surfaces of oven |  |  |  |
| Griddle | Disassemble and clean burners and trays |  |  |  |
| Worktables | Empty shelves and clean. Clean legs and supports. |  |  |  |
| Sinks | Clean sink and excess water around |  |  |  |
| Carts and Transport Equipment |  |  |  |  |
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| Outside Premise Area | Cleaning Task | Satisfactory? | | Comments/Corrective Action Taken |
| Yes | No |
| Garbage area | Clear all garbage from ground and must be contained within the designated container / bin |  |  |  |
| Outer shipping/receiving areas | Free of all debris, excess materials, particularly if foreign to facility |  |  |  |
| Pest control areas | Pest control devices to be located in designated areas |  |  |  |
| Pest Control stations | Pest control devices to be intact and any poisons to be contained within the device. |  |  |  |
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| Receiving Area | Cleaning Task | Satisfactory? | | Comments/Corrective Action Taken |
| Yes | No |
| Interior | Area to be swept and clear of debris |  |  |  |
| Pest control stations | Pest control stations to be in designated areas and marked with station Number |  |  |  |
| Refrigerated products | Refrigerated products to be contained within refrigerated; if left at ambient, temperatures to be taken |  |  |  |
| Documentation area | Documentation to be complete including inspections recorded and approvals |  |  |  |
| Received product | Receiving area should only contain currently received product |  |  |  |
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| Main Production Area | Cleaning Task | Satisfactory? | | Comments/Corrective Action Taken |
| Yes | No |
| Around coolers and freezers | Areas in front on doors to be maintained free of debris to ensure effective and clear access; thermometers in effective order and accessible |  |  |  |
| Floors and operation areas | All loose debris to be contained in designated bins |  |  |  |
| Equipment | Non-used equipment to be covered and/or located in non-production area if applicable |  |  |  |
| Ingredients | Only applicable ingredients should be exposed and currently available for use; spills to be cleaned as occurring. |  |  |  |
| Packaging | Packaging not to be in direct contact with floors or directly next to walls or under overhanging cables. |  |  |  |
| Lighting | All lighting to be covered and operational unless otherwise specifically designated |  |  |  |
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| Dishwasher Area | Cleaning Task | Satisfactory? | | Comments/Corrective Action Taken |
| Yes | No |
| Chemicals | Chemicals to be labeled correctly, readable and to be located in the designated areas |  |  |  |
| Sorting area - prewash | Designated sorting area to be organized, clear of clean items |  |  |  |
| Sorting area – post wash | Designated sorting area to be clear of soiled or damaged items |  |  |  |
| Temperature checks , thermometers | Thermometers to be operational and in designated area |  |  |  |
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|  |  |  |  |  |
| Lunch Room/Break Room | Cleaning Task | Satisfactory? | | Comments/Corrective Action Taken |
| Yes | No |
| Cleanliness and record keeping | Sweeping / mopping floors -records must be current |  |  |  |
| Personal belongings, outerwear, etc. | All personal belongings must be in designated areas, i.e. lockers, or outerwear coat racks |  |  |  |
| Food preparation equipment | All food preparation items, such as kettle, microwave, cleaned |  |  |  |

Checked By Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HUB Management