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## Weekly Cleaning Schedule

Revised By: NRoss  
 Approved By: MDaskis  
 Reason for Revision: New

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				
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.			

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			
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			

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			
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