## **Master Cleaning Schedule - Front of House**

## **Clean Only with:** *Approved INTEGRA Program Cleaners*

AFTER EACH USE / ONGOING - CLEANING	SUNDAY		MONDAY		,	TUESDAY		WEDNESDAY			THURSDAY		FRIDAY		SATURDAY	
Clean & Sanitize Dining Tables								<u> </u>								
Clean Seats and Benches Clean Table Condiments - Salt and Pepper Shakers, etc.																
Clean Menus																
Take Out Trash and Recycling																
Restroom Check - Hourly												_				
EVERY 4 HOURS	11:00 AM 3:00 PM	NDAY 7:00 PM CLOSE	MO 11:00 AM 3:00 PM	NDAY	NSF 11·00 ΔM	TUES		11:00 AM 3	YEDNESDAY 8:00 PM 7:00 PM	CIOSE	THUR		FRID OSE 11:00 AM 3:00 PM		<b>SAT</b> 11:00 AM 3:00 P	URDAY M 7:00 PM CLOS
Disinfect the Door Handles	11.00 AW 3.00 TW	7.001W CLOSE	11.00 AW 5.00 TW	7.001W CE	JJL TT.00 AW	3.001W	7.001W CEOSE	11.00 AW 3	7.001W	CLOSE	11.00 AW 3.00 I W	7.001 W CE	.03E 11.00 AW 3.00 TW	7.001W CLOSE	11.00 AW 3.001	7.001W CEO.
Clean Sanitizer Buckets																
Replace Sanitizer & Towel																
Clean & Sanitize Entryway and Door																
Clean & Sanitize All Counters Surfaces  Wash, Rinse & Sanitize Ice Scoops and Ice Handing Equipment			-	+											+	
DAILY CLEANING	SIII	NDAY	МО	NDAY		TUES	DVA	W	EDNESDAY		THUR	SDAV	FRID	ΛV	SAT	URDAY
	301	IVAI	1010	IIDAI	1	IUL	DAI	***	LUNLJUAI		IIION	JUAI	INIE	'AI	JAI	UNDAI
Clean & Sanitize Customer Service Counter & All Counter Surfaces Clean Bar Area and Bar Tools															+	
Clean Condiment Stands and Stations															1	
Clean Drive-Through Window																
Clean Entryway Door & Glass								<u> </u>								
Clean Fountian Beverage Dispenser & Dispenser Heads Clean Host/Hostess Station			+												+	
Clean the Interior and Exterior of All Trash and Recycling Bins			+		-										+	
Clean Walls Where Needed																
Deep Clean & Disinfect Door Handles		<u> </u>		-		•						-				
Deep Clean & Sanitize Tables, Chairs & Benches Inspect, Clean & Fill all Condiments & Salt & Pepper Shakers on Tables	1		1					1							1	
Sweep and Mop the Floors																
Take Out Trash and Recycling			1												1	
Vacuum Carpets																
Spot Clean Carpets																
Wash Cloth Napkins, Tablecloths, and Wait Staff Aprons in Washing Machine & Dry Wash, Rinse, Sanitize Bus Tubs																
Clean & Sanitize Restrooms by:																
Clean & Disinfecting the Toilets & Urinals																
Cleaning Restroom Sinks																
Clean Mirrors																
Clean & Sanitize Doors & Door Handles Clean Stall Dividers																
Emptying Feminine Hygiene Receptacles																
Removing Trash																
Sweep and Mop the Floors																
Refill Hand Soap and Towel Dispensers	•	F.L	No	1			•		India.		C. J. J.					_
WEEKLY CLEANING	<b>January</b> 1 2 3 4	February	March 1 2 3 4	April 1 2 3		<b>/lay</b> 3 4	June 1 2 3 4			August 2 3	September 4 1 2 3		ober November 3 4 1 2 3	r	4 ي	© Z
Dust & Clean Light Fixtures															<u>.</u>	<b>&lt;</b>
Clean Inside of Windows & Window Sills	+	<del>                                     </del>						$\vdash$	+						++ 5	$\overline{Q}$
Wash Glass Windows and Doors Clean Bottles & Rear Counter in Bar Area	<del>                                     </del>	+ + + +	+ + + +		<del>                                     </del>	+ + -	<del>                                     </del>	+ + +	+ + + + +	-		++	<del>                                     </del>		Solution	<b>Y</b> P
MONTHLY CLEANING	January	February	March	April		Лау	June			August			ober Novembe		per გე	
Dust & Check the Ceiling for Cobwebs	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3	4 1 2	3 4	1 2 3 4	<u> </u>	2 3 4 1	2 3	4 1 2 3	4 1 2	3 4 1 2 3	4 1 2 3	┰╬┰╌┐╶╞	(1)
Clean Door Thresholds	<del>                                     </del>	1	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>			++	<del>                                     </del>		<del>                                     </del>					
Clean Menu Boards																III
Clean Windows - Outside	+	+	$\bot$ $\bot$ $\bot$	+++					$\bot$			$\perp$	+		+++	
Dust & Clean Wall Art & Decorations  Clean Dining Area Walls	+++	+++	+++		$\vdash$	+		++	+++			++	<del>                                     </del>		<u>+++</u> .≝	
Clean HVAC Vents	<del>                                     </del>	+ + + +	+ + + +	+++		+	<del>                                     </del>		+++		<del>                                     </del>	++	<del>                                     </del>		<del>                                     </del>	<b>—</b>
Clean Back Door & Threshold													<u>                                     </u>		<u>#</u> ##	I
Clean Sidewalk Outside between Backdoor & Dumpster															<del>                                     </del>	
QUARTERLY DEEP CLEANING	1 2 3 4	JANUARY-MAR		2 1 2 3		L-JUNE 7 8	9 10 11 12		SEPTEMBER 2 3 4 5	6 7	8 9 10 11		ER-DECEMBER 3 4 5 6 7	8 9 10 11	Ŏ	
Deep Clean Outside Menu Boards or Signs				IUARY-JUNE				JIII V-	DECEMBER							
SEMI-ANNUAL DEEP CLEANING Clean Dining Area Baseboards	1 2 3 4	5 6 7 8			16 17 18	19 20	21 22 23 24			6 7	8 9 10 11	12 13 14	15 16 17 18 19	20 21 22 23	3 24 26	
Clean Carpets																
Clean Sidewalks																
ANNUAL DEEP CLEANING	January	February	March	April	May		June	July	Aug		September					
	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3	4 1 2	3 4	1 2 3 4	5 1 2	2 3 4 1	2 3	4 1 2 3	4 1 2	3 4 1 2 3	4 1 2 3	4 5	
Deep Clean Drive-Thru & Pad	1										® _					

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AFTER EACH USE / ONGOING - CLEANING	SUNDAY			MONDAY		TUESDAY			WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
Clean & Sanitize Dining Tables	-															
Clean Seats and Benches Clean Table Condiments - Salt and Pepper Shakers, etc.								-								
Clean Menus																
Take Out Trash and Recycling																
Restroom Check - Hourly																
EVERY 4 HOURS	11:00 AM 3:00 PM	NDAY		MONDAY :00 PM 7:00 PM	CLOSE	11:00 AM 3:00 PM	SDAY 1 7:00 PM CLOSE	11:00 AM	WEDNESDAY 3:00 PM 7:00 PM			RSDAY 7:00 PM	<b>FR</b> CLOSE 11:00 AM 3:00 PM	IDAY 7:00 PM	CLOSE 11:00 AM	SATURDAY 8:00 PM 7:00 PM CLOS
Disinfect the Door Handles																
Clean Sanitizer Buckets																
Replace Sanitizer & Towel	+						1									
Clean & Sanitize Entryway and Door Clean & Sanitize All Counters Surfaces	+		+ +				+ +	+								
Wash, Rinse & Sanitize Ice Scoops and Ice Handing Equipment							1									
DAILY CLEANING	SU	NDAY		MONDAY		TUE	SDAY		WEDNESDAY	Υ	THUR	RSDAY	FR	IDAY		SATURDAY
Clean & Sanitize Customer Service Counter & All Counter Surfaces								1								
Clean Bar Area and Bar Tools																
Clean Condiment Stands and Stations																
Clean Drive-Through Window Clean Entryway Door & Glass	+															
Clean Fountian Beverage Dispenser & Dispenser Heads	†							1								
Clean Host/Hostess Station																
Clean the Interior and Exterior of All Trash and Recycling Bins																
Clean Walls Where Needed  Deep Clean & Disinfect Door Handles	+												+			
Deep Clean & Sanitize Tables, Chairs & Benches	1															
Inspect, Clean & Fill all Condiments & Salt & Pepper Shakers on Tables																
Sweep and Mop the Floors	+															
Take Out Trash and Recycling Vacuum Carpets	+															
Spot Clean Carpets																
Wash Cloth Napkins, Tablecloths, and Wait Staff Aprons in Washing Machine & Dry																
Wash, Rinse, Sanitize Bus Tubs  Clean & Sanitize Restrooms by:																
Clean & Disinfecting the Toilets & Urinals																
Cleaning Restroom Sinks																
Clean Mirrors								-								
Clean & Sanitize Doors & Door Handles Clean Stall Dividers																
Emptying Feminine Hygiene Receptacles																
Removing Trash																
Sweep and Mop the Floors								-								
Refill Hand Soap and Towel Dispensers	January	February	March	Λ.	oril	May	June		July	August	Septemb	or I o	ctober Novemb	or Do	cember	
WEEKLY CLEANING	1 2 3 4	1 2 3	4 1 2 3		3 4	May 1 2 3 4	1 2 3 4	1		2 3	4 1 2 3		2 3 4 1 2 3		2 3 4	S C S
Dust & Clean Light Fixtures  Clean Inside of Windows & Window Sills	+ + + +	1 + + +	+	+	$\vdash$		++++	++-		+ +		+++	++++	+++		点 5
Wash Glass Windows and Doors	<del>† † † †</del>			<del>                                     </del>	1 1 1		<del>                                     </del>					<del>                                      </del>		1 1 1		
Clean Bottles & Rear Counter in Bar Area																Solution PROGRA
MONTHLY CLEANING	January 1 2 3 4	February	March 4 1 2 3	•	oril 3 4	May 1 2 3 4	<b>June</b> 1 2 3 4	1	<b>July</b> 2 3 4 1	August 2 3			ctober Novemb		cember 2 3 4	
Dust & Check the Ceiling for Cobwebs																를( 1 )
Clean Door Thresholds	+	+++		+++	$\sqcup \bot $		+	+				+	+	+	+++	
Clean Menu Boards Clean Windows - Outside	+ + + +	+ + + +		+	<del>                                     </del>		+ + + +	+	<del>                                     </del>	+	<del>                                     </del>	+ + +	+ + + + +	+++	+++	[ <b>]</b>
Dust & Clean Wall Art & Decorations	<del>                                     </del>						<del>                                     </del>	+ + -		1 1		+ + +	<del>                                     </del>	+ + +	+ + + +	و ك
Clean Dining Area Walls																.≥ L
Clean HVAC Vents Clean Back Door & Threshold	+++	+++		+++			<del>                                     </del>	+		+		+++	<del>                                     </del>	+++	+	
Clean Back Door & Threshold  Clean Sidewalk Outside between Backdoor & Dumpster	+ + + +			+++	<del>                                     </del>	+++	+ + + +	++-	<del>                                     </del>	+ + -	<del>                                     </del>	+ + +	+ + + + +	+++	+++	<u>ო</u> —
QUARTERLY DEEP CLEANING		JANUARY-MA	RCH			APRIL-JUNE		JUL	Y-SEPTEMBER			ОСТО	BER-DECEMBER			8
Deep Clean Outside Menu Boards or Signs	1 2 3 4	5 6 7	8 9 10 11	1 12 1 2	3 4	5 6 7 8	9 10 11 12	2 13 1	2 3 4 5	6 7	8 9 10 11	12 1 2	2 3 4 5 6 7	8 9 1	<b>11 12</b> 13	
SEMI-ANNUAL DEEP CLEANING	1 2 3 4	5 6 7		JANUARY-JUI		17 18 19 20	) 21 22 23 <u>2</u> 4		Y-DECEMBER	6 7	8 9 <u>10 11</u>	12 _13 _1	4 15 16 17 18 19	20 _21 _2	22 23 24 26	
Clean Dining Area Baseboards		_			10											
Clean Carpets Clean Sidewalks	+							-								
ANNUAL DEEP CLEANING	January	February	March	April		May	June	Jul	y Au	gust	September	r Octob	er Novembei	r Decer	mber	
Deep Clean Drive-Thru & Pad													2 3 4 1 2 3			
				•		_					® _					