

PLEASE POST

Shelby County Schools
Department of Nutrition Services
Cleaning Schedule

PLEASE POST

	Daily	Weekly	Monthly	Seasonally	Person Responsible
Dining Area:					
Tables	Wipe with sanitizing solution		Check table bottom for gum; remove		
Chairs	Wipe seats		Check for gum; remove		
Walls	Clean wall area around dish return area as needed				
Drinking fountain	Wash drain area and outside as needed				
Dishwashing Area:					
Dishwasher	Clean thoroughly		De-lime; if necessary		
Floors	Sweep and mop		Scrub		
Walls	Clean as needed			Before opening of school year and closing school year	
Disposal	Clean Thoroughly				
Dish Return Area:					
Return Window Area	Wash, rinse, and dry	Clean thoroughly			
Walls	Wipe off excess splatter	Clean as needed			
Garbage cans	Remove refuse, apply clean liners	Clean thoroughly			
Storeroom:					
Shelves	Wipe shelves	Rotate stock Wash shelves			
Floor	Sweep	Scrub thoroughly			
Restroom:	Clean fixtures and floor				

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Food Preparation Area:					
Mixers	Remove rim; clean thoroughly				
Mixer attachments	Clean thoroughly				
Robot Coupe	Clean thoroughly after use				
Slicer	Clean thoroughly after use				
Fruit Wedger	Clean thoroughly after use				
Can Opener	Clean thoroughly after use; inspect blade	Clean base thoroughly			
Fryer, Deep-Fat	Strain fat after use; clean kettle thoroughly	Boil out fryer w/fryer cleaner			
Kettles	Wash inside and out - use a long handle brush for cleaning drain-off valve				
Ovens, upright	Wipe up spills	Clean thoroughly			
Range, top	Wipe up spills, Clean	Remove top section and clean			
Range, oven	Wipe up spills	Clean thoroughly			
Skillet, Titling	Wash inside and out				
Steamer	Clean compartments				

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Sinks	Clean thoroughly				
Work Tables	Clean thoroughly; top shelves, and drawers - if any				
Hot/Cold Cabinets	Wipe up spills; wipe w/damp	Clean thoroughly inside and out			
Filters (Vent hood)		Wash			
Mobile carts	Wipe off w/clean		Clean thoroughly		
Freezer, reach-in	Wipe up spills immediately	Wash thoroughly,	Defrost as required organize	Clean thoroughly before yearly opening and closing of school	
Freezer, walk-in	Wipe up spills immediately	Clean shelves and floor; organize		Clean thoroughly before yearly opening and closing of school	
Refrigerator reach-in	Wipe up spills immediately	Wash thoroughly; organize		Clean thoroughly before yearly opening and closing of school	
Refrigerator walk-in	Wipe up spills immediately	Wash thoroughly; organize		Clean thoroughly before yearly opening and closing of school	
Ice machine	Wipe outside; dry with cloth				
Serving Area:					
Serving Counter	Wash and wipe with clean damp cloth	Wash thoroughly			
Hot food wells	Wipe with clean damp cloth	Wash thoroughly			
Salad bin	Wipe with clean damp cloth	Clean ice well thoroughly			
Counter tops	Wipe with clean damp cloth				

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Serving Area: (continued)					
Sneeze guards	Wash, rinse and dry with soft cloth				
Milk boxes	Wipe up spills	Clean thoroughly			
Ice cream boxes	Wipe up spills	Clean; organize		Defrost as required	
Floors	Sweep and mop		Scrub thoroughly	Wax floor around serving area	
Under counter storage	Wipe shelves	Clean shelves; organize			
Walls	Wipe as needed			Before opening of school year	
*Woodwork		Wipe with damp cloth			

Use Solvent Cleaner, Concentrate; Stock No. 44824
For Sneeze Guards - Use 1 part cleaner to 4 parts water
For Woodwork - Use 1 part cleaner to 4 parts water