

ORANGE COUNTY OFFICE FOR THE AGING
SENIOR DINING PROGRAM

CLEANING SCHEDULE

Date: _____

NAME	TASK	M	T	W	TH	F
	<i>DAILY</i>					
	Cold Box – interior/exterior					
	Cooler – interior/exterior					
	Counter tops-clean sanitize in Kitchen					
	Counter tops-clean sanitize in Dining Room					
	Sweep Floors in Kitchen/Dining Room					
	Mop Floors in Kitchen/ Dining Room					
	Clean Stove Top					
	Wash/Sanitize Dishes/Store					
	Wash/Sanitize Pots & Pans					
	Clean/Sanitize Sinks in Kitchen					
	Wash/Sanitize Silverware/store					
	Wash/Sanitize Can Opener					
	Return Coolers/Pans to OFA Driver					
	<i>Dining Room Daily</i>					
	Clean tables/chairs					
	Clean/sanitize steam table					
	Take out garbage					
	<i>ONCE PER WEEK</i>					
	Clean Coffee Pots					
	Clean Oven Racks/Drip Trays					
	Clean Walls/Cabinet Int/Ext					
	Clean Freezer-Int/Ext					
	Clean/Sanitize Garbage Cans					
	Clean/Sanitize/Organize Lg Kit Counters					
	Clean/Sanitize S/S Tables/Carts in Kit					
	Clean Refrigerator Interior/Exterior					

NAME	TASK	M	T	W	TH	F
	<i>ONCE PER MONTH</i>					
	Clean Cabinets Int/Ext					
	Clean Exhaust Hood Filters					
	Clean Dining Room Tables/Chairs					
	Clean Ledge in Dining Room					
	<i>DAILY BATHROOM</i>					
	Sweep Floors					
	Mop Floors					
	Clean/Sanitize Toilets					
	Clean/Sanitize Sinks					
	Empty Garbage Can and Clean If Needed					
	Check/Fill Soap, PT, TP as needed					