

# Sanitation Checklist – Weekly/Monthly/Quarterly *(use in conjunction with Sanitation Checklist – Daily)* Location: \_\_\_\_\_

List date, name of individual overseeing cleaning, and check off each item cleaned when completed. File completed records under “Sanitation.”

	Date																											
	Name																											
<b>Weekly</b>																												
Clean cooler/freezer windows with glass cleaner																												
Mop kitchen floor with floor cleaner																												
Wash/rinse/sanitize produce scales with																												
Wash/rinse/sanitize product storage bins																												
Wash/rinse/sanitize shopping carts																												
Wash/rinse storage closet basin and drain with cleanser																												
Wipe storehouse shelves with disinfecting wipes																												
Wash/rinse/sanitize cooler & freezer outer doors																												
Mop storehouse, warehouse, and cooler floors																												
	Month	January	February	March	April	May	June	July	August	September	October	November	December															
<b>Monthly</b>																												
Dust and vacuum ceiling vents if needed																												
Vacuum condenser coils																												
Wash, rinse and sanitize gray carts																												
Replace HVAC air filters (as necessary)																												
Sweep and mop igloo floors with floor cleaner																												
Dust and spot clean pallet racking																												
Pull pallets out & sweep under and behind																												
Inspect warehouse with black light for rodent urine																												
Clean p-trap drains, fill with water & sanitize with floor cleaner as necessary																												
	Month	January	April	July	October																							
<b>Quarterly</b>																												
Dust and Spot Clean baseboards, light fixtures, and walls																												

*(This form may be modified by the Field Manager to meet needs of local facility)*