

Day	Daily			Twice Weekly		Weekly		Monthly		Initials	Day
	Sweep Floor	Empty Garbage	Refill Supplies	Sanitize Floor	Sanitize Sink, Toilet and Shower	Sanitize Doors and Frames	Sanitize Brooms, Dustpan and Garbage Can	Sanitize Room and Wipe Down Shelves	075 073		
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16
17											17
18											18
19											19
20											20
21											21
22											22
23											23
24											24
25											25
26											26
27											27
28											28
29											29
30											30
31											31

Operations Manager's Initials _____ Date _____