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| **Daily Cafeteria Cleaning Checklist**For the Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Task Completed** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Empty and change** all trash and recycling bins |  |  |  |  |  |
| **Check** all soap dispensers and hand sanitizer dispensers – fill if needed  |  |  |  |  |  |
| **Clean and disinfect**  all soap dispensers and hand sanitizer dispensers |  |  |  |  |  |
| **Scrub and disinfect** – sinks, countertops and rims |  |  |  |  |  |
| **Clean and disinfect** – all tables and chairs  |  |  |  |  |  |
| **Clean and disinfect** all microwaves, coolers and refrigerators |  |  |  |  |  |
| **Clean and disinfect** – all door handles, cabinet handles and light switches  |  |  |  |  |  |
| **Clean and disinfect** all vending machines and vending market kiosks |  |  |  |  |  |
| **Clean** and disinfect coffee machines  |  |  |  |  |  |
| **Sweep and wash** all floors |  |  |  |  |  |