

### Master Sanitation Schedule

AREA / TASK DESCRIPTION	Month: _____																																					
Warehouse Interior / Exterior	Frequency	Chemicals	Sanitarian	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Clean & Scrub Warehouse Floors	Daily																																					
Clean Locker Room Areas	Daily																																					
Clean Lunch Room Area	Daily																																					
Clean Offices (downstair) (upstair) Areas	Daily																																					
Empty Trash Containers all Areas (Int & Ext)	Daily																																					
Inspect all Lighting & Exit Signs for (R&R)	Weekly																																					
Clean Drains & Traps	Weekly																																					
Wash Trash Bins & Containers	Weekly																																					
Inspect & Clean Overhead Bay Doors	Weekly																																					
Pull Pallets on Ground Level, Clean & Mop	Weekly																																					
Dust & Scrub Warehouse Racks & Strip Curtains	Weekly																																					
Clean Forklifts/Pallet Jacks	Weekly																																					
Inspect & Clean Exterior Grounds	Weekly																																					
Wash Compactor Area	Weekly																																					
Check & Restock Spill Equipment	Weekly																																					
Inspect and Repair Exterior Dock Seals	Monthly																																					
Dust & Scrub Warehouse Second Tier Racks	Monthly																																					
Inspect and Repair Overhead Dock Doors	Monthly																																					
Inspect and Clean Eye and Hand Wash Station	Monthly																																					
Clean Dock Pits	Monthly																																					
Inspect and Clean Overhead Fans, Pipes and Conduit	Quarterly																																					
Inspect and Clean Overhead Girders	Quarterly																																					
Paint Perimeter Control Zones	As Needed																																					
Wash and/or Paint Guard Rails	As Needed																																					
Wash with Neutralizer, Storage Area Batteries	As Needed																																					
Power Wash Cold Dock, Freezer & Dairy Floors	Bi-Annually																																					
Clean Overhead Light Fixtures	Bi-Annually																																					
Replace Overhead Light Bulbs	Annually																																					
<b>Supervisor Verification</b>																																						