**MASTER SANITATION SCHEDULE**

All equipment that does not have to be cleaned daily **[Specify, ex: after each use]** must be included on the schedule to ensure that it is cleaned when needed or required.

**M** **=** monthly; **Q =** quarterly; **S =** semi-annually; **Y =** yearly Year: \_\_\_\_\_\_\_\_\_\_\_\_

Instructions: initial and date the columns when the cleaning is completed.

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| **Item** | **Freq** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Area 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Walls, ceilings | Y |  |  |  |  |  |  |  |  |  |  |  |  |
| Fixtures | Y |  |  |  |  |  |  |  |  |  |  |  |  |
| Drains | M |  |  |  |  |  |  |  |  |  |  |  |  |
| Reefer | S |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves | Q |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Walls, ceilings | Y |  |  |  |  |  |  |  |  |  |  |  |  |
| Fixtures | Y |  |  |  |  |  |  |  |  |  |  |  |  |
| Drains | M |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves | Q |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Area 4** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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