

<u>Weekly Cleaning</u>	Month: ____ / ____
Week 1	Employee
Inside/Outside window	
Cob Webs	
Between Windows and Displays	
Baseboards	
Vacuum Filter	
Store Fridge	
Week 2	Employee
Inside/Outside window	
Cob Webs	
Between Windows and Displays	
Baseboards	
Vacuum Filter	
Store Fridge	
Week 3	Employee
Inside/Outside window	
Cob Webs	
Between Windows and Displays	
Baseboards	
Vacuum Filter	
Store Fridge	
Week 4	Employee
Inside/Outside window	
Cob Webs	
Between Windows and Displays	
Baseboards	
Vacuum Filter	
Store Fridge	
<p>These duties are shared with all employees, NOT limited to one person Do Not throw away sign off sheet, keep in the backroom</p>	