Name of Company

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

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