Culinary Key

4-Week Cleaning Schedule

Business name _____ **Start date** _____

Area or item	How often	Method / chemical	Week 1	Week 2	Week 3	Week 4	Checked by manager

How to use it

List every job that isn't done daily. Initial each week when it's done. A manager checks and signs at the end of the 4 weeks, then start a new sheet.

Clean as you go and daily cleaning go on your daily checks, not here.

Free template from Culinary Key. Fed up with paper logs? Culinary Key reminds your team and records every check with a name and time. culinarykey.co.uk/signup