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|  |  | **Wk 1** | | | | | **Wk 2** | | | | | **Wk 3** | | | | |
|  |  | Mon | Tues | Mon | Tues | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
| **Daily**  *(\*Clean & sanitize)* | Benches\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dishes\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sinks\* & hand basins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sweep and wash floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Waste bin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taps/fridge/freezer handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Weekly**  *(highlight day to be completed)* | Fridges |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cupboards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Oven & stove top |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pie warmers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **As required** | Freezers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ceiling fans/air con vents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bug zap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  | **Wk 4** | | | | | **Wk 5** | | | | | **Wk 6** | | | | |
|  |  | Mon | Tues | Mon | Tues | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
| **Daily**  *(\*Clean & sanitize)* | Benches\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dishes\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sinks\* & hand basins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sweep and wash floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Waste bin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taps/fridge/freezer handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Weekly**  *(highlight day to be completed)* | Fridges |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cupboards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Oven & stove top |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pie warmers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **As required** | Freezers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ceiling fans/air con vents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bug zap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  | **Wk 7** | | | | | **Wk 8** | | | | | **Wk 9** | | | | |
|  |  | Mon | Tues | Mon | Tues | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
| **Daily**  *(\*Clean & sanitize)* | Benches\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dishes\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sinks\* & hand basins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sweep and wash floor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Waste bin |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taps/fridge/freezer handles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Weekly**  *(highlight day to be completed)* | Fridges |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cupboards |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Oven & stove top |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pie warmers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **As required** | Freezers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ceiling fans/air con vents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bug zap |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  | **Wk 10** | | | | |
|  |  | Mon | Tues | Wed | Thurs | Fri |
| **Daily**  *(\*Clean & sanitize)* | Benches\* |  |  |  |  |  |
| Dishes\* |  |  |  |  |  |
| Sinks\* & hand basins |  |  |  |  |  |
| Sweep and wash floor |  |  |  |  |  |
| Waste bin |  |  |  |  |  |
| Taps/fridge/freezer handles |  |  |  |  |  |
| **Weekly**  *(highlight day to be completed)* | Fridges |  |  |  |  |  |
| Cupboards |  |  |  |  |  |
| Shelves |  |  |  |  |  |
| Microwave |  |  |  |  |  |
| Oven & stove top |  |  |  |  |  |
| Pie warmers |  |  |  |  |  |
| **By end of term** | Freezers |  |  |  |  |  |
| Ceiling fans/air con vents |  |  |  |  |  |
| Light fittings |  |  |  |  |  |
| Bug zap |  |  |  |  |  |

**End of term checklist!**

* Ensure end of term stock take scheduled
* Risk assessment form completed and ready for next term
* Have you reviewed your menu (Reviews should be conducted at least once every two years). Contact HKA for your free yearly menu review.