Housekeeping and Maintenance Checklist Calendar

Task	Description and frequency	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Daily												
1	Clean public, food preparation and eating areas												
	Weekly												
2	Check environmental conditions												
3	Briefly look at all your stores												
4	Check building for soundness												
5	Check open displays												
	Fortnightly												
	Brief look at insect traps												
	Monthly												
	Clean behind the scenes including stores												
	Quarterly												
8	IPM - check and renew traps												
9	Building soundness inspection												
	Get all staff together												
	Biannual / half yearly												
	Clear building gutters												
	Clean and spot check stores												
	Check housekeeping procedures												
	Annual												
	Deep clean all areas												
	Update your Health and Safety documentation												
	Check Risk Assessments and Emergency Plan												
17	Check electrics and all licenced equipment												
	Review environmental monitoring												
	Check light control measures												
	Check pollutant control measures												
	Check equipment and materials												