Cleaning Duties	Jan 1-7	Jan 8-14	Jan 15-21	Jan 22-28	Jan29-Feb3
Wipe all chairs and chair legs inside cafe					
Wipe all chairs and chair legs outside cafe					
Wipe all table bases inside					
Wipe all table bases outside					
Sanitize booster seats					
Wipe all ledges inside and outside					
Wipe inside all upper cabinets					
Wipe inside all lower cabinets					
Wipe out pastry case					
Clean under syrup and syrup bottles					
Wipe back wall behind syrups and panin grill					
Wipe sandwich board outside					
Wipe top of shelves and menu boards					
Clean all glass					
Dust T.V.'s					
Dust fans					
Bleach tea pots and cups					
Clean toilet bases, walls and ledges in bathrooms					
Wipe all garbage cans					
Check for lightbulbs out and change					
Clean out bottom and underneath toasters					

Monthly cleaning duties

Clean top of espresso bar	
Clean coffee pot bases	
Sanitize cutlery drawers	
Clean burr grinders with burr pellets	
Take apart, clean and oil Grindmaster	
De-grease panini grill	
Sweep patio	
Clean back fridge	
Check salt in h2o system	