

**UFCC FORM****SATELLITE FOOD PREP, CLEANING & DISINFECTING CHECKLIST**

Umbrella Family
and Child Centres
of Hamilton

Staff members in Satellite locations will initial when each task is completed.

SITE NAME: _____ **WEEK OF:** _____

NOTE: When cleaning, staff must wear goggles and gloves as per SDS.

DAILY TASKS	MON	TUE	WED	THU	FRI	COMMENTS
Wipe/disinfect counter tops						
Wipe/disinfect appliances						
Clean sink/disinfect after each use						
Post changes in menu						
Clean/disinfect carts/serving pieces						
Spot clean floor						

WEEKLY TASKS	MON	TUE	WED	THU	FRI	COMMENTS
Wipe inside of cupboard/organize for upcoming groceries						
Prepare grocery list						
Wash fridge						
Store used menu with changes recorded						
Check fridge/freezer for correct temperature						

MONTHLY DUTIES	MON	TUE	WED	THU	FRI	COMMENTS
Check kitchen/health supplies and place order						

AS NEEDED	MON	TUE	WED	THU	FRI	COMMENTS
Review allergy list and ensure that most current version is posted.						

Last Revision Approved: October 9, 2022

Date of Next Review: October, 2023