**Break Room/Refrigerator Cleaning Schedule**
**Every Friday**

**Duties:**

**Break Room:**

1. Clean break room and conference room tables and chairs with cleaning spray and paper towels.
2. Wipe out microwave with water and paper towels.
3. Clean and straighten/organize coffee and supplies table.
4. Wipe down coffee pot and wash coffee carafes with soap and water.

**Refrigerator/Freezer:**

- Toss out any unlabeled perishable food.
- Wipe up any spills.
- Check communal items. Toss if no date or toss any food if outdated (See refrigerator storage chart). Any food dated and older than one week, toss, and return container to owner.
- Last Friday of the month, wipe down inside and outside of refrigerator.

| Date | Responsible Person (find replacement if you are gone) | Initial when Done |
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