Weekly Break Room Cleaning

1. Clean toaster oven
   - Take out racks and clean them
   - Take out the spill pan and clean it
   - Clean glass
   - Wipe down the outside of toaster oven

2. Clean out expired food in IT fridge and wipe down shelves

3. Wipe down outside of IT fridge & freezer doors
   - Use 409 stainless steel cleaner on doors
   - Use Lime-a-way for hard water removal on ice/water dispenser & tray (spray and let it sit for few minutes before cleaning).

4. Clean microwave inside and out
   - Use 409 stainless steel cleaner on doors

5. Wipe down the pop fridge

6. Wipe down the outside of the snack cupboard

7. Wipe down table

8. Wipe down countertops

9. Clean the sink
   - Spray hard water spots with Lime-a-way making sure all area are covered with cleaner using a sponge (let sit for a few minutes before cleaning).
   - Wipe dry with clean towel

10. Vacuum (if needed)
    - Use shop-vac in tool room

11. Take dirty dish towels to Chris to be washed