Cellar cleaning schedule (sample)

Week: _____ to _____

Frequency	Cleaning tasks and checks	Initials						
Daily, weekly, etc.	*Please add N/A if the item is not applicable, do not leave initial space blank.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Daily	Clean dispense taps on close of pub	JT	KM	AG	JT	AG		
Daily	Check cellar temperature; thermometer between 11–13°C	KM	JT	KM	AG	LZ		
Daily	Clean and tidy the cellar on close of pub	KM	JT	KM	AG	LZ		
Daily	Turn off dispense gas on close down of pub	KM	JT	KM	AG	LZ		
Daily	Check cooler is working correctly	KM	JT	KM	AG	LZ		
Daily	Check dispense temperatures of casks, kegs, fridges etc	KM	JT	KM	AG	LZ		
Daily	Drain glasswasher (leave with door open) on close of pub	JT	KM	AG	KM	JT		
Weekly	Check glass washer salt levels	N/A	JT	N/A	N/A	N/A		
Weekly	Thoroughly clean glasswasher	N/A	N/A	N/A	N/A	N/A		
Weekly	Check water level in cooler	KM	N/A	N/A	N/A	N/A		
Weekly	Water break glass test	N/A	JT	N/A	N/A	N/A		
Minimum Weekly	Clean line 1, including fob detector, coupling heads, cask taps, dispense taps etc	KM	N/A	N/A	N/A	JT		
Minimum Weekly	Clean line 2, including fob detector, coupling heads, cask taps, dispense taps etc	N/A	N/A	AG	N/A	N/A		
Minimum Weekly	Clean line 3, including fob detector, coupling heads, cask taps, dispense taps etc	N/A	N/A	N/A	AG	N/A		
Minimum Weekly	Clean line 4, including fob detector, coupling heads, cask taps, dispense taps etc	N/A	N/A	N/A	N/A	N/A		
When Needed	Renovate glassware	N/A	N/A	N/A	N/A	N/A		

Cellar cleaning schedule

Week: _____ **to** _____

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