

Monthly Checklist

Month _____ Store # _____

Task:	Initials:
Run ice cleaning cycle	
Change HVAC filters & date	
Clean/Change reach-in filters & date	
Clean bane coils	
Check/Replace light bulbs in the store	
Check all equipment gaskets for damage	
Hot water temperature check for sinks	
Check water filter replacement dates	
Check under tables for gum	
Check toilets for wobbliness	
Check all ceiling tiles for damage, leaks, cleanliness, etc. (washable tiles can be cleaned)	
Check exterior signage for any outages	
Check camera system for any cameras that are out of service, position, or focus	
Check all smallware for damage (cambros, lids, spatulas, sauce bottles, etc.)	
Check REV Binder for completeness	
Check Sandwich Artistry completion for staff	

Light Bulb Responsibility:

- **Ceiling Lights-** Maintenance
- **Oven/Proofer Lights-** Manager
- **Walk-In/Freezer Lights-** Manager
- **Coke Machine Panel Lights-** Maintenance
- **Menu Panel Lights-** Maintenance
- **Sandwich Unit Lights-** Maintenance

Manager Signature _____

Date _____