

# UTILITY WEEKLY/MONTHLY DUTIES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	<b>Clean the 7 fridge filter grills in kitchen</b>	<b>All Glass: Balconies, Private room (both sides), Front door, outer wine cellar</b>	<b>DRAIN outdoor dish pipe</b>	<b>Bladder bar drains, dish pit drain, &amp; server drains</b>	<b>Scrub walls, floor, &amp; sink in both Utility Closets</b>	<b>Clean back of building: concrete pad and areas around it.</b>	
1st Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date	Date
2nd Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date	Date
3rd Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date	Date
4th Week	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Sign Off
	Date	Date	Date	Date	Date	Date	Date
	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign	MGR sign
	Date	Date	Date	Date	Date	Date	Date

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1st Week	<b>change water filter</b>		<b>Power wash back door, dumpster, oile box, kitchen walls &amp; baseboards</b>	<b>burn &amp; sanitize main salad bar</b>			
	Sign Off		Sign Off	Sign Off			
	Date		Date	Date			
	MGR sign		MGR sign	MGR sign	MGR sign		
	Date		Date	Date			
3rd Week				<b>burn &amp; sanitize main salad bar</b>			
				Sign Off			
				Date			
				MGR sign			
				Date			
4th Week			<b>Power wash back door, dumpster, oile box, kitchen walls &amp; baseboards</b>				
			Sign Off				
			Date				
			MGR sign				
			Date				