

January 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Preventative Maintenance
		1 Offices Closed	2	3	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly <ul style="list-style-type: none"> Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed Pest Control Service/ PM Service
6	7	8	9	10 Monthly Report Due December	
13	14	15	16	17	
20 Sales Tax Due	21	22	23	24	
27	28	29	30	31 W-2 / W-3 Due Form 941 due	

February 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
					Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly <ul style="list-style-type: none"> Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed Pest Control Service/ PM Service
1	2	3	4	5	
8	9 Monthly Report Due for January	10	11	12	
15 Presidents Day Offices Closed	16	17	18	19	
22 Sales Tax Due	23	24	25	26	

March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					Weekly	
1	2 Texas Independence Day- Skeleton Crew	3	4	5	<ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. 	
8	9 Monthly Report Due for February	10	11	12	<ul style="list-style-type: none"> ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air 	
15 Form 941 Deposit Due	16	17	18	19	<ul style="list-style-type: none"> ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed 	
22 Sales Tax Due	23	24	25	26	<ul style="list-style-type: none"> ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out 	
29	30	31 Cesar Chavez Day-Optional			Monthly Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed Pest Control Service/ PM Service	

April 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly <ul style="list-style-type: none"> Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed <p style="text-align: right;">Pest Control Service/ PM Service</p>
				Good Friday - Optional	
5	6	7	8	9	
				Monthly Report Due for March	
12	13	14	15	16	
			TAX DAY		
19	20	21	22	23	
	Sales Tax Due	San Jacinto Day – Skeleton Crew Secretary’s Day			
26	27	28	29	30	

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
3	4	5	6	7	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly <ul style="list-style-type: none"> Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed <p style="text-align: right;">Pest Control Service/ PM Service</p>
10	11 Monthly Report Due for April	12	13	14	
17	18	19	20 Sales Tax Due	21	
24	25	26	27	28	
31 Memorial Day – Office Closed					

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
	1	2	3	4	Weekly ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed Pest Control Service/ PM Service
7	8	9 Monthly Report Due for May	10	11	
14	15	16	17	18	
21 Sales Tax Due	22	23	24	25	
28	29	30			

July 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out
5	6	7	8	9	
				Monthly Report Due for June	
12	13	14	15	16	
19	20	21	22	23	
	Sales Tax Due				
26	27	28	29	30	
					Monthly Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed <p style="text-align: right;">Pest Control Service/ PM Service</p>

August 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
2	3	4	5	6	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly <p>Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed</p> <p style="text-align: right;">Pest Control Service/ PM Service</p>
9	10 Monthly Report Due for July	11	12	13	
16	17	18	19	20 Sales Tax Due	
23	24	25	26	27 LBJ Day – Skeleton Crew	
30	31				

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
		1	2	3	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly <ul style="list-style-type: none"> Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed <p style="text-align: right;">Pest Control Service/ PM Service</p>
6 Labor Day – Office Closed	7	8	9	10 Monthly Report Due for August	
13	14	15 Form 941 Deposit Due	16	17	
20 Sales Tax Due	21	22	23	24	
27	28 Yom Kippur - Optional	29	30		

October 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
				1	Weekly ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed Pest Control Service/ PM Service
4	5	6	7	8	
11 Monthly Report Due for September	12	13	14	15 Boss's Day	
18	19	20 Sales Tax Due	21	22	
25	26	27	28	29	

November 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
1	2	3	4	5	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed <p style="text-align: right;">Pest Control Service/ PM Service</p>
8	9 Monthly Report Due for October	10	11 Veterans Day - Office Closed	12	
15	16	17	18	19	
22 Sales tax Due	23	24	25 Thanksgiving – Office Closed	26 Thanksgiving – Office Closed	
29	30				

December 2021

Monday	Tuesday	Wednesday	Thursday	Friday	
		1	2	3	Weekly <ul style="list-style-type: none"> ✓ Refrigerators/Freezers/Merchandisers - Remove product, clean and sanitize interior, replace product FIFO. ✓ Evaporator coils (cold air) and condenser coils (warm air) and, door gaskets cleaned ✓ All Stand in Place Equipment. Moved, floors and walls cleaned. ✓ Storage Area - Remove products from shelves, clean, return products FIFO ✓ Condensers/Fans – Clean and or blow out with compressed air ✓ Oven/Racks- Clean with oven cleaner ✓ Walls - Scrub one each week ✓ Under Counter Shelves - Remove items, clean, sanitize, restock ✓ Light Fixtures - As needed ✓ Vent hood filters degreased and cleaned ✓ Delime hot holding/cooking equipment ✓ Trash Can clean inside and out Monthly Fryer - Boil out vat Ice Machine Storage Bin - Empty, clean, sanitize Menu Board - Wipe down HVAC Vents – Clean as needed Window Blinds, Curtains -Clean as needed, Pictures, Decoration Items - Clean as needed <p style="text-align: right;">Pest Control Service/ PM Service</p>
6	7	8	9 Monthly Report Due for November	10	
13	14	15 Form 941 Deposit Due	16	17	
20 Sales Tax Due	21	22	23	24 Christmas Eve - Office Closed	
27	28	29	30	31	

