



Cleaning/Kitchen Duty Schedule 2025 Monthly Rotation - 10th & 11th Floor

DAILY:

1. Wipe down all high use areas such as the main door handles, counters, tables, chairs, microwave ovens, Rise & Grind Café snack dispenser trays, etc.
2. Refill paper towels in the cabinets and napkin dispensers on the tables and break down any empty boxes and label with the "Trash" sticker in drawer.
3. Clean Coffee Machines/espresso machine and empty any Keurig cups in dispenser.
4. Clean/wipe down icemaker, drain and empty drip tray.
5. Fill up soap/dishwashing liquid dispensers.
6. Check Inventory - **Notify Kristen Ribilla of any items that need to be replenished.**

FRIDAYS: Clean Refrigerators & Freezers

- a. Identify any food items **without names & dates by 3:30pm and place on tables every Friday. Send reminder email to staff to claim unlabeled food items.**
- b. Wipe shelves in refrigerator & freezer.
- c. **DISCARD unclaimed and unlabeled food items by 4:00pm.**

Month	Department
January	CL Operations
February	Personal Lines / CCS/Org Mgmt/ Admin
March	Sales/ AOA/O Benefits
April	CL Operations
May	Personal Lines / CCS/Org Mgmt/ Admin
June	Sales/ AOA/O Benefits
July	CL Operations
August	Personal Lines / CCS/Org Mgmt/ Admin
September	Sales/ AOA/O Benefits
October	CL Operations
November	Personal Lines / CCS/Org Mgmt/ Admin
December	Sales/ AOA/O Benefits