

# FAMILY PANTRY MAINTENANCE

Week Of: \_\_\_\_\_

Lead Inspector: \_\_\_\_\_

<b>DONE</b>	<b>MAINTENANCE TASK</b>	<b>FREQUENCY</b>	<b>ASSIGNED TO</b>
	<b>Surface Wipe Down</b> Wipe visible dust from shelves and containers	<b>WEEKLY</b>	
	<b>Floor Sweep &amp; Mop</b> Clear crumbs and spills from pantry floor	<b>WEEKLY</b>	
	<b>Inventory Check</b> Update "Need to Buy" list / Check for duplicates	<b>WEEKLY</b>	
	<b>Expiration Audit</b> Remove expired goods; move near-expiry to front	<b>MONTHLY</b>	
	<b>Bulk Container Refill</b> Wash empty bins and refill with fresh stock	<b>MONTHLY</b>	
	<b>Deep Shelf Scrub</b> Remove all items; sanitize shelf liners	<b>QUARTERLY</b>	

**NOTES / REPAIRS NEEDED:**