

KITCHEN PANTRY CHORE CHART

WEEK OF: _____

DAILY MAINTENANCE

TASK DESCRIPTION	ASSIGNED TO	S M T W T F S
Clear floor debris & quick sweep		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Check for expired perishables/opened bags		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reset items to designated zones		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

WEEKLY DEEP CLEAN

TASK DESCRIPTION	ASSIGNED TO	COMPLETED
Wipe down all tiered shelving and bins		
Mop pantry floor and baseboards		
Inventory staples (Flour, Sugar, Oils)		
Rotate stock (Oldest to the front)		
Dust ceiling corners and light fixtures		

LOW STOCK / SHOPPING LIST

MAINTENANCE NOTES