

Weekly Cleaning Checklist: Community Fridge Program

To maintain food safety, cleanliness, and community trust, this checklist should be followed weekly by all fridge stewards and volunteers. Fridge should be cleaned at least 2–3 times per week, with full weekly tasks completed by Sunday evening.

Daily Tasks (2–3x/week)

- Check temperature (fridge should be between 33°F – 40°F).
- Remove expired or spoiled food items.
- Wipe down interior shelves with disinfectant spray.
- Sweep or tidy the area around the fridge.
- Restock any informational signage or flyers.
- Take out any trash and compost if available.

Weekly Deep Clean Tasks

- Remove all items and clean interior thoroughly with warm water and disinfectant.
- Sanitize door handles and exterior surfaces.
- Check condition of fridge (light, seals, leaks, strange odors).
- Clean and disinfect nearby shelving or food drop-off area.
- Update fridge log or tracker with cleaning details and notes.
- Restock with essential supplies (paper towels, gloves, cleaning spray, trash bags).

Volunteer Notes

- Document cleaning date, name, and any concerns in the logbook or digital tracker.
- Report any major issues (broken appliance, pests, mold, etc.) to the program coordinator immediately.
- Use gloves and follow basic food safety guidelines at all times.
- Encourage nearby users to help maintain the space.