

# BUSINESS ENTERPRISES OF TEXAS

## 2021 B E T MONTHLY CALENDAR

Important Dates and Cleaning Reminders

B E T Training

§854.208.Fixtures, Furnishings, and Equipment; Initial Inventory; and Expendables.

(f) Upkeep and maintenance.

(2) It shall be the responsibility of the manager to keep TWC/BET fixtures, furnishings, and equipment in a clean and sanitary condition and to perform maintenance required or recommended by the manufacturers or vendors of the fixtures, furnishings and equipment.

Note:

Monthly:

Pest Control.

Quarterly:

Grease trap.

Semi Annual:

Steam clean the vent system.

Once a year:

Have fire prevention system (Ansul) inspected.

Calibrate Fryers, Grills, Griddle, Oven.

# January 2021

## 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

## Calendar Events

Wednesday 1, Offices Closed

Friday 10, Monthly Report Due for December

Tuesday 20, Sales Tax Due

# February 2021

## 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
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- ✓ 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

## Calendar Events

Tuesday 9, Monthly Report Due

Friday 14, Valentine's Day

Monday 15, President's Day, Offices Closed

Monday 22, Sales Tax Due

# MARCH 2021

## 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

GREASE TRAPS CLEANED

## Calendar Events

Monday 2, Texas independence Day – Skeleton Crew

Tuesday 9, Monthly Report Due

Monday 22, Sales Tax Due

Wednesday 31 Cesar Chavez Day – Optional Holiday

# APRIL 2021

## 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

## Calendar Events

Friday 2, Good Friday – Optional Holiday

Friday 9, Monthly Report Due

Tuesday 20, Sales Tax Due

Wednesday 21, San Jacinto Day, Skeleton crew

Wednesday 21, Secretary's Day

# MAY 2021

## **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

## **Calendar Events**

Tuesday 11, Monthly Report Due

Thursday 20, Sales Tax Due

Monday 31, Memorial Day, Offices Closed

# JUNE 2021

## **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
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- ✓ Light Fixtures - As needed
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- ✓ 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

GREASE TRAPS CLEANED

VENT SYSTEM STEAM CLEANED

## **Calendar Events**

Wednesday 9, Monthly Report Due

Monday 21, Sales Tax Due

# JULY 2021

## **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

## **Calendar Events**

Friday 9, Monthly Report Due

Tuesday 20, Sales Tax Due



# AUGUST 2021

## 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

## Calendar Events

Tuesday 10, Monthly Report Due

Friday 20, Sales Tax Due

Friday 27, LBJ's B-day, Skeleton crew

# SEPTEMBER 2021

## 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

Grease Traps Cleaned

## Calendar Events

Monday 6, Labor Day, Offices Closed

Friday 10, Monthly Report Due

Monday 20, Sales Tax Due

Monday 28 Yom Kippur Optional Holiday

# OCTOBER 2021

## 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

## Calendar Events

Monday 11, Monthly Report Due

Friday 15, Boss's Day

Wednesday 20, Sales Tax Due

# NOVEMBER 2021

## 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

## Calendar Events

Tuesday 9, Monthly Report Due

Thursday 11, Veterans Day Offices Closed

Monday 22, Sales Tax Due

Thursday 25, Thanksgiving, Offices Closed

Friday 26, Thanksgiving, Offices Closed

# DECEMBER 2021

## 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

GREASE TRAPS CLEANED

VENT SYSTEM STEAM CLEANED

## Calendar Events

Thursday 9, Monthly Report Due

Monday 20, Sales Tax Due

Friday 24, Christmas Eve, Offices Closed