



332 Broad St Menasha | Volunteer Driven
Regular Cleaning + Maintenance Checklist

**Thank you to our Volunteers! Your contribution of time + energy matters.
Hope Fridge exists because of many helping hands and hearts!**

*** We ask that **volunteers bring their own cleaning tote with cleaning supplies**** to complete these tasks. If we provide cleaning supplies to be used for these tasks, we recognize they may be taken by those in need. For this reason, bringing your own supplies will ensure having them to do the necessary tasks. Thank you for your understanding and cooperation. **recommended supplies list below*

Multiple X Per Day / Every Visit Tasks

Fridge

- ☐ Check & Log Temperature: Fridge must be $\leq 40^{\circ}\text{F}$ (4°C). Freezer must be $\leq 0^{\circ}\text{F}$ (-18°C).
If temps are off, message the Hope Fridge Volunteer Chat so that it can be addressed
- ☐ Discard Expired/Spoiled Food: Toss any open containers, unlabelled items, raw meat (we only allow FROZEN raw meat), or rotting produce
- ☐ Wipe High-Touch Surfaces: Sanitize door handles, locks, pantry latches, and shared cleaning tool handles (*Clorox Free and Clear Wipes are a good choice for EXTERIOR surfaces*)
- ☐ Wipe up spills/soils inside fridge with food safe cleaner (*Spray bottle with 1:1 ratio of vinegar + water recommended, paper towel to wipe*)

Pantry

- ☐ Clean / wipe down, organize, and sort bins
- ☐ Replace bin covers (when available)
- ☐ Organize and front-face pantry items
- ☐ Check bags, organize + restock bags
- ☐ Check for pests, bugs, leaks, or weather damage to the shelter

Area Maintenance - Fridge / Oasis / Shipping Containers / Dumpsters

- ☐ Sweep and pick up around the fridge, pantry, and entire area between the fridge, oasis, and shipping containers.
- ☐ Clear snow (regular snow removal is hired, minor maintenance shoveling in between)
- ☐ Clear Trash and Recycling
 - ☐ Break down, remove and recycle empty boxes into recycling dumpster
 - ☐ Clean up debris and food scraps around the shelter to prevent attracting pests.
 - ☐ Empty garbage into dumpster

- ☐ Clean up around picnic tables and umbrellas
- ☐ Sweep / clean around container doors / remove snow
- ☐ Keep area around wooden fence clean nothing leaning on fence

Deep Clean Tasks - Mondays Weekly / Check Daily — if you see a need, tend it

- ☐ Empty & Inspect: Move remaining safe food to coolers while cleaning to maintain safe temperatures.
- ☐ Wash Removable Parts: Take out shelves/bins. Let glass adjust to air temperature, then scrub with warm soapy water.
- ☐ Scrub Interior: Wipe down inner walls, ceiling, floor, and rubber door gaskets using food-safe soap or vinegar solution.
- ☐ Clean Exterior Shell: Wipe down outer walls and the top of the fridge to remove outdoor dust, pollen, and grime.
- ☐ Deep Clean Enclosure: Sweep out the pantry shelves, wipe down the structure walls, and mop/clean the ground

Additional Tasks

- ☐ Wheel **blue garbage can** to street weekly (Sunday night or very early Monday morning)
- ☐ Bring in **blue garbage can** from street weekly (Monday afternoon)

Recommended Cleaning Supplies to Bring | Have on Hand:

- ☐ Cleaning Tote / Caddy
- ☐ Clorox Free & Clear Cleaning Wipes for Exterior Surfaces (scent free!)
- ☐ Spray Bottle with 1:1 White Vinegar + Water for Interior Surfaces (scent free!)
- ☐ Paper Towel
- ☐ Sponge / Brush for gentle scrubbing when necessary
- ☐ Garbage Bag(s)
- ☐ Broom
- ☐ Gloves
- ☐ Recycled shopping bags to replenish stock for shoppers