

# Master Cleaning Schedule (sample I)

Back of the House					
What	Where	When	Cleaning Supplies	How	Who
<b>Meat Slicer</b>	Prep Area	After each use	-Hot soapy water -Bleach mixture in spray bottle -Clean towels	<ol style="list-style-type: none"> <li>1. Unplug</li> <li>2. Disassemble</li> <li>3. Take slicing bed and guards to dishwashing area.</li> <li>4. Move the blade almost to "0" so the blade will turn slightly.</li> <li>5. Using hot soapy water and clean towel, scrub all surfaces.</li> <li>6. Slide slicer to the side of counter and wash counter underneath slicer and backsplash.</li> <li>7. Spray slicer with bleach mixture.</li> <li>8. Air dry.</li> <li>9. Re-assemble slicer by putting slicer bed and guards back on.</li> <li>10. Mist slicer bed and guards with bleach mixture.</li> <li>11. Air dry.</li> <li>12. Wipe off electrical cord with hot soapy water.</li> <li>13. Air dry cord and wrap around slicer.</li> </ol>	
<b>Convection Ovens</b>	Line and Prep Area	Daily	-Long handled brush -Dust pan -Hot soapy water -Clean towels	<ol style="list-style-type: none"> <li>1. Take tray off of top of oven and replace with clean tray</li> <li>2. Wipe off top and outside of oven with hot soapy water</li> <li>3. Brush crumbs out of inside of oven and dispose in garbage can</li> </ol>	

What	Where	When	Cleaning Supplies	How	Who
<b>Convection Oven</b> (cont.)		Weekly	-Oven cleaner -Rubber gloves -Razor blades -Hot water -Clean towels -Newspapers to protect floor -Green Scrubbing pad	1. Turn off current in electric oven and pilot light in gas oven. 2. Oven should be warm, but not over 200 degrees. 3. Cover floor under and around oven with newspaper to protect floor 4. Remove racks and other equipment from oven. 5. Using a razor blade, scrape burnt on food from racks. 6. In dishroom, Spray racks with oven cleaner and allow 15-20 minutes for cleaner to work. 7. Scrub racks with green scrubbing pad. 8. Spray off oven cleaner and residue. 9. Take racks to dishmachine to be run through. 10. Spray oven cleaner over inside surface of oven. 11. Leave door of oven open and let oven cleaner work for 15 to 20 minutes 12. Wipe clean with hot water. 13. After wiping, rinse off with towel soaked in hot water. 14. Return racks to oven 15. Wipe off outside of oven with hot soapy water. 16. Dispose of newspaper and clean up floor.	
<b>Walk In Freezer</b>	Prep Area	Daily	-Broom -Dustpan	1. Sweep out freezer 2. Be sure to sweep under racks 3. Wipe off door, inside and out, handle and door gasket as needed	
		Monthly	-Broom -Dustpan -Mop and bucket -Windshield washing solution	1. Chip ice chunks off of floor (summer only) 2. Starting at the back of the freezer, pour windshield washing solution on floor doing a small part at a time as you work your way out of the door 3. Mop up solution with mop 4. Wipe off door, inside and out, handle and door gasket	

What	Where	When	Cleaning Supplies	How	Who
<b>Walk In Freezer</b>	Prep Area	Yearly (Summer)	-Pressure washer -Cleaning solution as recommended by pressure washer manufacturer	<ol style="list-style-type: none"> <li>1. Remove product from shelves</li> <li>2. Remove shelves from freezer</li> <li>3. Take out back in the parking lot</li> <li>4. Wash with pressure washer</li> <li>5. Air dry</li> <li>6. Clean floor as described above</li> <li>7. Replace racks in freezer</li> <li>8. Return product to appropriate shelves</li> <li>9. Wipe doors inside and out, paying special attention to handle and gasket</li> </ol>	
<b>Walk In Cooler</b>	Prep Area	Daily	-Broom -Dustpan -Mop and bucket -Ecolab floor cleaner -Glass cleaner -Paper towel	<ol style="list-style-type: none"> <li>1. Sweep floor to remove dirt</li> <li>2. Make sure you get <u>under racks</u></li> <li>3. Using hot water with floor cleaner, dry mop floor</li> <li>4. Allow to air dry</li> <li>5. Wipe doors inside and out, paying special attention to handle and gasket</li> <li>6. Glass reach in door – Wash windows with window cleaner</li> <li>7. Wash handles and gaskets of glass reach in door with hot soapy water</li> </ol>	
		Yearly (summer)	-Pressure washer -Cleaning solution as recommended by pressure washer manufacturer	<ol style="list-style-type: none"> <li>1. Remove product from shelves</li> <li>2. Remove shelves from cooler</li> <li>3. Take out back in the parking lot</li> <li>4. Wash with pressure washer</li> <li>5. Air dry</li> <li>6. Clean floor as described above in daily cleaning</li> <li>7. Replace racks</li> <li>8. Return product to appropriate shelves</li> <li>9. Wipe doors inside and out, paying special attention to handle and gasket</li> </ol>	
<b>Steam Jacketed Kettle</b>	Prep Area	After each use	-Hot soapy water -Clean towels -Scrubbing pads or brush -Bleach solution in spray bottle -Degreaser	<ol style="list-style-type: none"> <li>1. Drain kettle</li> <li>2. Soak with hot, soapy water if needed to remove burnt on food</li> <li>3. Scrub inside of kettle.</li> <li>4. Drain scrub water and rinse with clean water</li> <li>5. Scrub outside of kettle, drain area and platform it sits on and back splash. Use degreaser if necessary.</li> </ol>	

				6. Spray inside of kettle with bleach solution to sanitize. Air dry	
<b>What</b>	<b>Where</b>	<b>When</b>	<b>Cleaning Supplies</b>	<b>How</b>	<b>Who</b>
<b>Alto Sham (Holding Oven)</b>	Prep Area	After each use	-Hot soapy water -Bleach solution in spray bottle -Clean towels -Degreaser -Silverware soak product	<ol style="list-style-type: none"> <li>1. Pull unit out from under the table.</li> <li>2. Remove drip tray and scrape off any debris</li> <li>3. Soak drip tray with silverware soak product if necessary.</li> <li>4. Rinse drip tray and send through dishmachine</li> <li>5. Remove side racks and shelving racks and send through dishmachine</li> <li>6. Scrub down inside with hot soapy water.</li> <li>7. Rinse with clear, hot water.</li> <li>8. Spray down with bleach solution to sanitize</li> <li>9. Air dry</li> <li>10. Wash off outside of unit with hot soapy water. Use degreaser if needed.</li> <li>11. Replace drip tray, side racks and shelving</li> </ol>	
<b>Microwaves</b>	Line	At the end of every shift or as needed	-Hot soapy water -Clean towels -Bleach solution in spray bottle	<ol style="list-style-type: none"> <li>1. Remove fan cover. Run through dishmachine</li> <li>2. Wash inside with hot soapy water</li> <li>3. Spray with bleach solution</li> <li>4. Air dry</li> <li>5. Replace fan cover</li> <li>6. Wash outside of microwave.</li> <li>7. Clean off top</li> </ol>	
		Weekly		<ol style="list-style-type: none"> <li>1. Remove vent and run through dishmachine</li> <li>2. Remove fan cover. Run through dishmachine</li> <li>3. Wash inside with hot soapy water</li> <li>4. Spray with bleach solution</li> <li>5. Air dry</li> <li>6. Replace fan cover</li> <li>7. Wash outside and top</li> </ol>	

				8. Replace fan cover and vent.	
What	Where	When	Cleaning Supplies	How	Who
<b>Three Compartment Sink</b>	Dishwashing Area	End of every shift	-Hot water -Ajax cleanser -Scouring pad	<ol style="list-style-type: none"> <li>1. Drain sink compartments</li> <li>2. Remove and dispose food scraps</li> <li>3. Sprinkle each sink and each end drain board with Ajax cleanser.</li> <li>4. Scrub sinks and drain boards.</li> <li>5. Using a small amount of water, scrub sink with scouring pad</li> <li>6. Rinse with hot water</li> <li>7. Spray with bleach solution</li> <li>8. Air dry</li> </ol>	
<b>Garbage Disposal</b>	Dishwashing Area	End of every shift	-Hot soapy water -Clean towel	<ol style="list-style-type: none"> <li>1. Run garbage disposal to get rid of all garbage</li> <li>2. Remove cover and run through dishmachine with dishmachine traps. (This is the last load.)</li> <li>3. Rinse with hot water</li> <li>4. Wash outside of disposal and pipes with clean towel and hot soapy water</li> </ol>	
<b>Toaster</b>	Line	Daily	-Hot soapy water -Clean towels -Whisk broom and dust pan	<ol style="list-style-type: none"> <li>1. Turn off and unplug</li> <li>2. Remove slide plate and wipe down with hot soapy water</li> <li>3. Brush crumbs out of toaster with whiskbroom. Catch crumbs in dust pan</li> <li>4. Lift toaster and brush crumbs off of leg supports</li> <li>5. Wash legs and supports with hot, soapy water</li> <li>6. Replace slide plate</li> <li>7. Leave unplugged</li> </ol>	
<b>Waffle Iron</b>	Line	Daily	-Hot soapy water -Clean towels	<ol style="list-style-type: none"> <li>1. <b><u>Do Not Clean inside</u></b> – the iron is seasoned and if cleaned waffles will stick</li> <li>2. Wash legs. Lift up waffle iron and wash counter underneath it</li> </ol>	
		Weekly	-Hot soapy water -Clean towels -Oven cleaner	<ol style="list-style-type: none"> <li>1. Spray outside of iron with oven cleaner.</li> <li>2. Wait 15 – 20 minutes.</li> <li>3. Wipe clean with towel and hot water.</li> <li>4. Repeat steps 1 – 3 as many times as necessary until all residue is removed.</li> </ol>	

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What	Where	When	Cleaning Supplies	How	Who
<b>Garbage Cans</b>	Entire back of the house	Daily	-Garbage can liners -Used towels -Hot water	<ol style="list-style-type: none"> <li>1. Remove garbage from each garbage can and dispose of it in the proper receptacle</li> <li>2. Rinse out can if there is any leaks</li> <li>3. Wipe up any spills on the outside of the can</li> <li>4. Dispose of towels</li> <li>5. Fill can with new garbage can liner</li> </ol>	
		Monthly (When temperature is above freezing)	-Garbage can liner -Pressure washer	<ol style="list-style-type: none"> <li>1. Remove garbage from can and dispose in the proper receptacle.</li> <li>2. Take can out into parking lot</li> <li>3. Wash with pressure washer following directions that come with pressure washer</li> <li>4. Air dry</li> <li>5. Fill with new trash liner</li> </ol>	
<b>Grill</b>	Line	After every shift	-1/2 gallon warm water -Grill screens -Grill screen handle -Dough cutter (aka bench knife, dough scraper) -Oil from fryer -Green scouring pad -Paper towel -Used cleaning cloth -Hot soapy water -Rubber gloves	<ol style="list-style-type: none"> <li>1. Pour water on grill while grill is still warm to loosen grease and dirt. <b>Be very careful to prevent steam burns.</b></li> <li>2. Place grill screen on grill, top with green scouring pad and grill screen handle.</li> <li>3. Putting pressure on the grill screen, rub it up and down on the grill to clean off dirt. <b>Do not rub left and right, as this will scratch the grill.</b> Be sure to get to the edges.</li> <li>4. Using the dough scraper, wrap in a paper towel and run along grill surface to remove excess grease and dirt. Change paper towel as often as necessary.</li> <li>5. Put green scouring pad on the grill topped by the grill screen and screen handle.</li> <li>6. Run the scouring pad up and down the grill (not left to right) to polish the grill.</li> <li>7. Again using the dough scraper and paper towel, remove excess oil from grill.</li> <li>8. Repeat the process for the back ledge of the grill.</li> <li>9. Taking about a ¼ cup of oil from the fryer, spill on grill and wipe the entire grill surface with paper towel to season the grill for next use.</li> <li>10. Empty grease trap into a 5-gallon bucket.</li> <li>11. When bucket is ¾ full, take outside and dump into grease receptacle.</li> <li>12. Clean off the front of grill with a used cloth and hot soapy water.</li> <li>13. Take sheet pans under grill to dishroom to be washed.</li> <li>14. Replace with same pans when washed.</li> </ol>	

				15. Brush all debris off shelf under grill.	
What	Where	When	Cleaning Supplies	How	Who
<b>Grill</b>		Weekly	-Razor blade -Paper Towel -Clean towels -Hot soapy water -Brush or scouring pad	<ol style="list-style-type: none"> <li>1. Scrape all edges of grills with razor blades to remove debris.</li> <li>2. Scrape fronts of grills under sandwich board if necessary.</li> <li>3. Wipe off these areas with paper towel.</li> <li>4. Wash off all legs of grills</li> <li>5. Scrub shelf under grill with hot soapy water and rinse.</li> </ol>	
<b>Dishmachine</b>	Dish Area	Daily at end of each busser's shift	-Wet clean towel -Squeegee -Hot soapy water -Degreaser	<ol style="list-style-type: none"> <li>1. Pull traps from dishmachine</li> <li>2. Run traps through dishmachine with cover from garbage disposal (this is the last load).</li> <li>3. Wipe off outside of small trap on clean end of machine.</li> <li>4. After removing large trap, clean pit with hot soapy water using degreaser if necessary.</li> <li>5. Wash glass rack shelf with hot soapy water and rinse.</li> <li>6. Wipe off all back splash areas and stainless steel fronts.</li> <li>7. Spray down dirty dish side with sprayer hose.</li> <li>8. Squeegee off stainless steel countertop on dirty dish side.</li> <li>9. Spray down clean dish side with sprayer hose.</li> <li>10. Squeegee off stainless steel countertop on clean dish side.</li> <li>11. Wipe down machine inside and out.</li> <li>12. Scrub top and bottom of each door.</li> <li>13. Wipe off slanted stainless steel overhead shelving.</li> <li>14. Store racks on shelf over 3-compartment sink. Those racks that do</li> </ol>	

				not fit should be stored clean dish side.	
<b>What</b>	<b>Where</b>	<b>When</b>	<b>Cleaning Supplies</b>	<b>How</b>	<b>Who</b>
<b>Dishmachine</b>	Dish Area	Weekly – 6:00 a.m. Monday	-Delimer	<ol style="list-style-type: none"> <li>1. Following directions on the deliming chemical bottle, add delimer to machine.</li> <li>2. Fill and run the machine for 3 cycles with delimer in it.</li> <li>3. Drain machine.</li> <li>4. Refill machine with clean water.</li> <li>5. Run 1 cycle.</li> <li>6. Drain.</li> <li>7. Machine is now ready to fill for use.</li> </ol>	
<b>Dish Area</b>	Dish Area	Daily		<ol style="list-style-type: none"> <li>1. Roll up floor mats.</li> <li>2. Run through dishmachine at end of shift. (Do this before you remove the traps from the dishmachine.</li> <li>3. Put mats back on floor after mopping.</li> </ol>	
		Weekly – Bar time (Friday or Saturday)	-Hot soapy water -Clean towels	<ol style="list-style-type: none"> <li>1. Wipe down all the legs of all the equipment and countertops in dish area.</li> <li>2. Remove all cleaning supplies/products from shelf under clean dish side.</li> <li>3. Wipe off shelf on clean dish side.</li> <li>4. Wipe off bottles of product.</li> <li>5. Return product to appropriate spot on shelf.</li> </ol>	
<b>Heat Lamps</b>	Line	Weekly – Bar time	-Clean towels -Hot soapy water	<ol style="list-style-type: none"> <li>1. Turn off heat lamps.</li> <li>2. Wipe off with warm soapy water.</li> </ol>	



What	Where	When	Cleaning Supplies	How	Who
<b>Refrigeration Compressor</b>	Line	Monthly	-Shop Vac	<ol style="list-style-type: none"> <li>1. Take grids off of compressor</li> <li>2. Run grids through dishmachine</li> <li>3. Using shop vac, vacuum coils and all around unit to remove dust.</li> <li>4. Replace grids.</li> </ol>	
<b>Ice machine</b>	Dry storeroom	Daily	-Clean towel -Hot soapy water	<ol style="list-style-type: none"> <li>1. Wipe off front of unit and opening door with hot soapy water.</li> <li>2. Wipe off the inside of opening door with hot soapy water.</li> </ol>	
		As needed		<ol style="list-style-type: none"> <li>1. Call service person to delime</li> </ol>	
<b>Steamtable</b>	Line	Daily	-Hot soapy water -Clean towel	<ol style="list-style-type: none"> <li>1. Unplug unit</li> <li>2. Remove product and store in correct manner.</li> <li>3. Empty water out of steamtable well.</li> <li>4. Wipe out steamtable well with towel and hot soapy water.</li> <li>5. Allow to air dry.</li> <li>6. Clean off outside of steamtable with hot soapy water.</li> </ol>	
		Weekly – at the end of the night Wednesday Night		<ol style="list-style-type: none"> <li>1. Unplug unit</li> <li>2. Clean following directions listed above.</li> <li>3. Following directions on deliming product, delime unit.</li> <li>4. Rinse.</li> <li>5. Air dry</li> </ol>	
<b>Employee Restroom and Breakroom</b>	Back of House	Daily	-Mop and bucket -Broom and dustpan -Glass cleaner -Paper Towel -Bathroom supplies: paper towel, Toilet paper -Ajax cleanser	<ol style="list-style-type: none"> <li>1. Sweep floor</li> <li>2. Mop floor</li> <li>3. Remove everything from the breakroom table</li> <li>4. Wash the breakroom table</li> <li>5. Replace dirty ashtray with clean ashtray</li> <li>6. Wash off breakroom chairs</li> <li>7. Scrub sink with Ajax cleanser</li> <li>8. Wash mirror with paper towel and glass cleaner</li> <li>9. Check supplies (hand wiping paper towel, toilet paper) and refill if needed</li> </ol>	<b>Busser</b>

What	Where	When	Cleaning Supplies	How	Who
<b>Employee Restroom and Breakroom</b>	Back of House	Weekly	-Toilet brush -Toilet cleaner	1. Regular cleaning from above list 2. Clean toilet	<b>Busser</b>
		Semi-Annual	-Hot soapy water -Clean towels -Degreaser -Brush	1. Wash wall with hot soapy water 2. Use degreaser on tough stains if needed	
<b>Deep Fryer</b>	Line	At end of every shift	-Slotted spoon or strainer -Fryer oil	1. Strain out leftover food and debris that is floating in fat. 2. Add oil, if necessary, to bring it up to recommended oil level of fryer.	
	Line	Weekly Every Monday or Tuesday	-Fryer inset -Extra large stockpot – approximate 10 gallons -Fryer hook -Fryer boil out cleaning agent -Brush -Drain nozzle that is attached to the inside left panel behind door -Paper towel -Degreaser -Used towels	1. Turn off fryer 2. Attach drain nozzle by screwing it into a drain located in the middle of the front of machine 3. Place fryer inset underneath the drain nozzle to catch the grease 4. Turn drain valve to the right to open drain 5. As the fat is draining, use hook to push gunk through the nozzle 6. When completely drained, close valve 7. Dispose of fat in the proper waste receptacle 8. With valve closed, fill fryer with water to the oil level marking. 9. Turn fryer on. 10. Add 2 scoops of fryer boil out to water. 11. Let boil-oil and water mixture heat. 12. Turn off machine. 13. With a brush, scrub sides, back, bottom and front of fryer cavity. 14. Drain water out of fryer. 15. Close drain valve. 16. Wipe out fryer cavity with paper towel. 17. Scrub outside of fryer (doors, back, etc.) with degreaser.	

				18. Fill with new deep fat.	
What	Where	When	Cleaning Supplies	How	Who
Deep Fryer	Line	Monthly	-Razor blade	1. Pull fryer out from wall. 2. Scrape sides to remove baked on crud.	
Char Broiler	Line	After every shift	-Steel brush with scraper end -Used towels	1. Scrape food contact grids with steel brush. Use scraper end for especially baked on crud. 2. Be sure to scrape both the top and underside of each grid. 3. Wipe down grids with used towel to remove dirt. 4. Wipe off stainless steel sides and front.	
	Line	Weekly	-Tongs -Razor blade -Oven cleaner -Used towels -Glass Cleaner	1. Remove side plate facing aisle and run through dishmachine. 2. Using tongs to prevent a serious burn, remove food contact grids. 3. With a razor blade, scrape off burnt on food. 4. Run food contact grids through dishmachine. 5. Remove broiler shield (2 parts on 1 broiler). Rinse and runs through dishmachine. 6. Remove broiler insert and scrape with razor blade. 7. Take back to dishwashing area and spray with oven cleaner. Let sit for 15-20 minutes. 8. Wipe worst food off with used towels. 9. Scrape again if needed. 10. Run broiler insert through dishmachine. 11. Remove broiler back plate and scrape with razor blade. 12. Spray back plate with oven cleaner and let sit for 15-20 minutes. 13. Wipe off with used towel. 14. Repeat process if needed. 15. Run through dishmachine. 16. Scrape stationary inside of char broiler with razor blade to remove baked on food particles. 17. Cover burner with foil, paper towel, etc to prevent it from getting wet when spraying oven cleaner on inside of broiler. 18. Wipe off inside and outside with used towels or paper towels to get off the majority of grease and food build up. 19. Spray the inside of char broiler with oven cleaner. Let stand 15 – 20 minutes. 20. In the meantime, use glass cleaner to clean stainless steel outside surfaces of unit. Wipe with a paper towel. 21. Clean legs on char broiler stand. 22. Wipe off inside of broiler.	

				23. Use pastry brush to brush debris from burner. 24. Pull drip tray. Scrape contents into garbage can. 25. Spray drip tray with oven cleaner. Let stand 15 – 20 minutes. 26. Run drip tray through dishmachine. 27. Reassemble unit: backplate, inset, burn shield, food contact grids, and drip tray. 28. Pull unit out from wall. 29. Clean wall before moving char broiler back into place.	
<b>Hoods</b>	Line	As needed At least once a week	-Disposable gloves -Oven and grill cleaner -Used towels -Degreaser	1. Wearing disposable gloves, pull screens from hood by lifting up and out. 2. Take screens to dishwashing area and spray with oven cleaner. 3. Let sit 15 – 20 minutes. 4. Run screens through dishmachine. 5. Repeat steps 2-4 as many times as necessary to get screens clean. 6. Using hot soapy water and degreaser if necessary, clean the inside of the hood to remove all grease. 7. Continue by cleaning outside and top of hood. 8. Polish with stainless steel cleaner. 9. Replace clean screens.	
<b>Freezer</b>	Line	Daily	-Dry towel	1. Before stocking, brush out crumbs with dry towel. 2. Wipe off doors, inside and out paying special attention to handles. 3. When restocking, be sure not to block fan.	
		Weekly Monday a.m.	-Meat pan -Sheet pan -Hot soapy water -Clean towel	1. Remove product by putting on sheet pan and taking to walk-in freezer. 2. Flip breaker #32 to off position to defrost freezer. 3. Take out racks and run through dishmachine. 4. Leave door open. 5. Set a meat pan, full of hot water off of coffee urn, in the bottom of the freezer to speed defrosting. 6. Wipe out inside cavity. 7. Re-install shelving. 8. Turn breaker back on 9. Replace product when freezer reaches 0	

				degrees F.	
<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Cleaning Supplies</b>	<b>How</b>	<b>Who</b>
<b>Refrigeration Units</b>	Line and Center Area	Daily	-Hot soapy water -Clean towel	<ol style="list-style-type: none"> <li>1. Wipe up all spills on bottom of unit with hot soapy water and clean towel.</li> <li>2. Wash doors, handles and door gaskets.</li> </ol>	
		Weekly	-Hot soapy water -Clean towels	<ol style="list-style-type: none"> <li>1. Remove all product and store in walk-in cooler.</li> <li>2. Remove racks and run through dishmachine.</li> <li>3. Wash top, bottom and sides, inside doors and gaskets with hot soapy water.</li> <li>4. Replace clean racks.</li> <li>5. Replace and restock product</li> <li>6. Wipe off outside doors with hot soapy water.</li> </ol>	
<b>Meat Drawer</b>	Line	Daily	-Hot soapy water -Clean towel	<ol style="list-style-type: none"> <li>1. Transfer old product and restock new product into a clean blue insert.</li> <li>2. Remove oil, soiled blue insert and run through dishmachine.</li> <li>3. Wipe off inside and outside of doors paying very close attention to gaskets.</li> </ol>	
		Weekly	-Spatula or scraper -Hot soapy water -Clean towel	<ol style="list-style-type: none"> <li>1. Remove drawers</li> <li>2. Use spatula or scraper to reach anything that might have fallen behind unit.</li> <li>3. Clean bottom of unit scrubbing with hot soapy water and clean towel.</li> <li>4. Replace drawer.</li> </ol>	