



Microgreen Farm Cleaning & Maintenance Schedule

By Garrett Corwin, Co-Founder of Microgreen Manager · microgreenmanager.com

Running a clean, safe, and well-maintained microgreen farm isn't just about what happens in the grow room every day — it's about the things that are easy to forget until they become a problem. This schedule covers the non-production recurring tasks that keep a farm running smoothly: cleaning rotations, equipment maintenance, compliance checks, and administrative tasks that need to happen on a regular cadence.

How to use this: Take what applies to your operation, leave what doesn't. A small hobby farm has different needs than a 300-tray commercial operation. Use this as a starting point, build your own list, and set your own frequencies based on your size, equipment, and setup. Frequencies shown are rounded to clean intervals for usability.

WEEKLY

Team / Farm Manager Meeting	Review production status, priorities, and any issues from the prior week.
Collect Mail & File Important Documents	Check for invoices, renewals, or compliance notices.
Check In With Non-Standing Customers & Leads	Reach out to any customers who don't have standing orders to check in on their needs. Follow up with warm leads or prospects you've met with or meant to get back to.
Email or Announce Last-Minute Availability	Let customers know what excess product you'll have available that week — an opportunity for those without standing orders and a last-minute add-on for those who do.
Process Farmers Market Square Fees	Reconcile market fees and log transactions.
Water Humidity Domes	Check germination trays and water domes as needed.
Weekly Cleaning & Record Keeping	Wipe surfaces, log environmental readings, update records.

EVERY 2–4 WEEKS

Categorize Bank Transactions	Reconcile and categorize all business transactions. Keep books current — don't let it pile up.
Payroll	Process payroll for all team members. Every two weeks.
Tighten Rack Wheels / Hardware Check	Inspect grow rack wheels, bolts, and structural hardware for loosening.

MONTHLY

Full Farm Sweep, Vacuum & Mop	Clean all floors, under racks, and walk-in areas. Don't skip corners.
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Clean Magnetic Knife Bars	Remove all knives and sanitize bars thoroughly.
Run Inventory	Count seed stock, packaging, and supplies. Identify what needs reordering.
Replace Disposable Respirator Masks	If you wear a disposable mask for tasks like soil handling or tray filling, swap it out on a regular cadence rather than waiting until it's visibly worn.
Check Doorbell / Security Camera Battery	Charge or replace. Easy to forget until it fails.
Pest Monitoring Check	Inspect sticky traps, yellow fly traps, and growing areas for signs of pressure.

EVERY 2–3 MONTHS

Sanitize Delivery Coolers & Bags	Full interior sanitization of coolers, liners, and insulated bags.
Sanitize Fridge — Inside	Empty shelves, wipe all surfaces with food-safe sanitizer.
Sanitize Reusable Seed Containers	Inspect, sanitize, or retire any worn containers.
Clean Behind Fridges, Tables & Equipment	Pull equipment out and clean behind/underneath.
Check Condensate & Drain Lines	Check drain lines on AC/cooler units and dehumidifiers to prevent backups and mold.
Clean Dirty Surfaces	Walls, mirrors, and any splatter zones throughout the farm.
Wash Towels & Table Linens	Run all farm towels and market table cloths through the wash.
Check & Restock 1st-Aid Kits	Inspect for expired supplies and replace as needed.
Clean Fridge Condenser Coils	Dusty coils hurt efficiency and shorten equipment life.
Clean Circulation Fans	Remove buildup from blades and guards.
Clean Delivery Vehicle Interior	Wipe down delivery vehicle interior, remove debris and old packaging.
Quarterly Safety Meeting	Review safety protocols, incidents, near-misses, and PPE use with your team.
Replace HVAC / Dehumidifier Air Filters	Check your filter schedule — many commercial setups need this quarterly. Covers both HVAC and standalone dehumidifier units.
Replace Yellow Fly Traps	Swap out sticky traps throughout the grow space.
Audit Order Management System for Accuracy	Verify orders, standing accounts, and pricing are up to date in your system.



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Update Delivery SOP

Review and update your delivery standard operating procedure if routes or processes have changed.

EVERY 4–6 MONTHS

Clean Floor Drains

Remove grates and scrub all basin drains. Avoid cross-contamination between zones.

Vehicle Oil Change & Service

Schedule service for any delivery or farm vehicles. Keep maintenance records on file.

Replace Knife Sharpener Cartridge

Worn cartridges produce inconsistent edges. Swap on schedule.

ANNUALLY

Annual Backflow Preventer Testing

Required by most municipalities for commercial water connections. Schedule with a licensed plumber and keep documentation.

Annual Fire Extinguisher Inspection

Certified inspection required annually. Tag and log.

Check for Available Grants

Research local, state, and federal agricultural grants available to small farms. Deadlines vary — set a recurring reminder to look every year.

Check / Register for Trade Shows & Events

Regional farm conferences, food industry trade shows, and local food events. Book early — good shows fill up fast.

Vehicle Registration Renewal

Renew registration for all business vehicles. Set a calendar reminder.

Update Food Safety & GAP Documentation

Review your food safety plan, SOPs, and any GAP certification materials annually.

Review Insurance Coverage

Check business, product liability, and vehicle policies for gaps or changes needed.



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Ready to put this into practice?

These tasks work best when they're actually on your schedule — not buried in a PDF. Microgreen Manager has a built-in Recurring Tasks section where you can add any of these, set your own frequency, and get reminders so nothing falls through the cracks.

And while you're there, let MM handle your production planning, crop scheduling, and order management automatically — so you can spend less time thinking about logistics and more time growing.

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