

# Restaurant Cleaning Checklist

Week in use: \_\_\_\_\_

Front of House	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed
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## Daily

Clean and sanitize the counters								
Clean and sanitize the tables								
Clean and sanitize all seats, booths, and benches								
Clean and sanitize the salt and pepper shakers, condiments, and any other tabletop items								
Launder all napkins, tablecloths, and aprons								
Take out garbage and recycling								
Wipe down and sanitize garbage and recycling bins								
Wipe down walls and baseboards (if necessary)								
Sweep and mop floors								
Vacuum the carpets								
Clean and sanitize bathrooms								
Clean and sanitize door handles								
Clean and sanitize menus								
Wipe down POS and payment terminals								
Spot clean windows and glass doors								

## Weekly

Dust and wipe down light fixtures								
Wash glass windows and doors								
Spray and wipe down all mirrors								

## Monthly

Dust artwork and other decor								
Dust ceiling fans and other overhead fixtures								
Inspect the ceiling for any cobwebs								
Clean and wash the walls								
Deep clean the floors								
Check carpets, curtains, chairs, and other upholstered items for damage								

# Kitchen Cleaning Checklist

Week in use: \_\_\_\_\_

Back of House	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed
<b>Daily</b>								
Disinfect prep area surfaces								
Brush, scour, and clean the grill								
Clean the griddle, range, flattop, and fryer								
Change any foil lining on ranges, grills, and flattops								
Empty and clean grease traps								
Empty and sanitize any hot or cold food holding units								
Clean and sanitize any meat and cheese slicers								
Wipe down other equipment such as coffee makers, microwaves, and toasters								
Wipe down all stainless steel surfaces including ice makers and refrigeration units								
Wipe down walls								
Clean and sanitize the sinks								
Clean beverage dispenser heads in the soda fountain and the tips of the soda guns in the bar								
Run all utensils, smallwares, flatware, and glassware through the dishwasher								
Hand wash any kitchen tools that cannot be run through the dishwasher								
Launder any rags, towels, aprons, and uniforms								
Refill soap dispensers and replace empty paper towel rolls								
Sweep walk-in refrigerators, freezers, and storage areas								
Take out the garbage and recycling								
Disinfect the waste disposal area and sanitize all garbage bins								
Sweep and mop the kitchen floors								

# Kitchen Cleaning Checklist

Week in use: \_\_\_\_\_

Back of House	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed
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## Weekly

Clean the ovens, including the walls, door, and racks								
Delime sinks and faucets								
Delime dishwashers								
Delime coffee makers								
Boil out the deep fryer								
Empty shelves and clean the surfaces of the walk-in and reach-in coolers								
Clean any anti-fatigue mats								
Use drain cleaner on floor drains								
Replace or discard any pest traps								

## Monthly

Clean behind oven, stoves, and fryers (the hotline)								
Deep clean the fan, vents, and hoods								
Burn, clean, and the sanitize ice machines								
Clean refrigerator coils								
Empty, clean, and sanitize refrigerators and freezers								
Wash walls and ceiling to remove grease buildup								
Clean out drains and remove any blockage								
Deep clean the floors								

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## Daily

	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed

## Weekly

	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed

## Monthly

	MON	TUES	WED	THU	FRI	SAT	SUN	Date Last Completed