

Kitchen cleaning checklist

CHECKLIST TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Daily checklist After each service, and at close

TASK	TIME	INITIALS
Prep areas		
☐ Clean, then sanitize every food-contact surface Clean off food and grease first; sanitizer doesn't work on a dirty surface.		
☐ Wash and sanitize cutting boards, knives and utensils		
☐ Take apart, clean and sanitize the slicers and food processors		
☐ Wipe the handles and seals of the reach-in fridges		
Cooking line		
☐ Scrape and clean the grills, flat tops and burners		
☐ Wipe down the range, ovens and the walls behind the line		
☐ Empty and clean the drip trays and grease traps under the line		
☐ Filter the fryer oil, or change it if it's due		
Dish area		
☐ Clean the dishwasher, its filters and its curtains		
☐ Clean the sinks and drainers		
Storage, floors and waste		
☐ Wipe up spills in the dry store and fridges		
☐ Sweep and mop the floors, including under equipment you can move		
☐ Clear and clean the floor drains		
☐ Empty, clean and reline the bins		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Weekly checklist Once a week

TASK	TIME	INITIALS
Deep clean		
☐ Remove and clean the extraction hood filters Run them through the dishwasher or soak them, as the maker says.		
☐ Empty, clean and sanitize the walk-in cooler shelves and floor		
☐ Clean inside the ovens and microwaves		
☐ Delime the sinks, taps and dishwasher		
☐ Clean the walls and doors in food areas		
☐ Wash the mops, buckets and cleaning cloths, or replace them		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Monthly checklist Once a month

TASK	TIME	INITIALS
Deep clean and checks		
☐ Clean and sanitize the ice machine Follow the maker's cleaning instructions.		
☐ Defrost and clean the freezers that need it		
☐ Clean the fridge and freezer condenser coils, or check the contractor's service		
☐ Clean behind and under heavy equipment		
☐ Clean the light fittings and ceiling vents in food areas		
☐ Check for signs of pests and record the check Droppings, gnaw marks, insects or nests. Call your pest contractor if you find any.		
☐ Check every chemical has its safety data sheet and is stored away from food		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____