

RESTAURANT CLEANING CHECKLIST

1. Back-of-house cleaning checklist (daily, weekly, monthly)

This back-of-house cleaning checklist will help you maintain employee-only areas like storage rooms and staff offices.

Daily:

- Sweep, vacuum, and mop floors in back hallways, storage areas, and staff breakrooms.
- Empty and sanitize trash and recycling bins.
- Wipe down all surfaces in staff break rooms and management offices.
- Clean staff breakrooms.
- Clean staff restrooms including:
 - Toilets
 - Sinks
 - Countertops
 - Mirrors
- Restock paper towels, toilet paper, and soap in staff restrooms.
- Dust surfaces (including shelves) in storage and management offices.
- Check and restock cleaning supplies in storage areas.

Weekly:

- Organize inventory, discarding any expired or unused items.
- Wash and sanitize dry storage areas.
- Wash and sanitize walk-in refrigerators and freezers, including doors and handles.
- Wipe down and disinfect walls and baseboards in hallways and storage areas.
- Clean out unused staff lockers.
- Clean and sanitize staff appliances, including:
 - Microwave
 - Coffee machine
- Dust light fixtures and ceiling fans in back-of-house areas.

Monthly:

- Conduct a full inventory check and reorganize storage as needed.
- Clean windows and window sills in back hallways and management offices.
- Check for signs of pests and ensure pest control measures are in place.
- Schedule professional cleaning for carpets and any upholstery.
- Inspect and clean behind large equipment and shelving units in staff and storage areas.
- Deep-clean and sanitize staff vending machines and water coolers.

EMPLOYEE SIGNATURE

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2. Front-of-house cleaning checklist (daily, weekly, monthly)

This front-of-house cleaning checklist will help you keep customer-visible areas like the dining room, host stand, and customer restrooms in tip-top shape.

Daily:

- Wipe down and sanitize:
 - Tables
 - Chairs
 - Highchairs
 - Menus

- Wipe down visible spills or marks on restaurant walls.

- Vacuum, sweep, and mop dining area floors.

- Clean and sanitize restrooms, including:
 - Toilets
 - Sinks
 - Mirrors
 - Empty trash and feminine hygiene bags

- Clean and refill condiments.

- Refill napkins, and other table supplies.

- Run cloth tablecloths, napkins, and aprons through the wash.

- Empty and sanitize trash bins.

Weekly:

- Deep-clean and sanitize point-of-sale (POS) systems.
- Wipe down walls and baseboards.
- Clean and sanitize seat cushions and booth upholstery.
- Inspect and clean air vents and filters.
- Polish and sanitize handrails and door handles.
- Dust light fixtures and shelving.
- Wash windows and glass doors.
- Disinfect high-touch areas like doorknobs.

Monthly:

- Deep-clean carpets and rugs.
- Clean behind and under furniture.
- Check for and address any signs of wear and tear on furniture.
- Deep-clean any decorative items and light fixtures.
- Check corners for cobwebs.
- Deep-clean walls.
- Schedule professional window cleaning for both interior and exterior.

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3. Kitchen cleaning checklist (daily, weekly, monthly)

This cleaning checklist will help keep your kitchen and food preparation areas safe and sanitized.

Daily:

- Wipe down and disinfect all food preparation surfaces.
- Polish stainless steel appliances and surfaces.
- Clean kitchen equipment and tools, including:
 - Cutting boards
 - Storage containers
 - Utensils and glassware
 - Pots and pans
- Clean anti-fatigue floor mats.
- Sweep and mop kitchen floors, including:
 - Dry storage
 - Walk-in refrigerators and freezers
- Clean sinks and faucets.
- Wipe down and sanitize all kitchen equipment, including:
 - Stovetops
 - Ovens
 - Microwaves
 - Grills
 - Fryers
 - Flattops
 - Toasters
 - Coffee machines
- Empty drip trays and replace foil lining.
- Filter out fryer oil.

- Clean beverage dispenser heads.
- Toss used kitchen rags, employee uniforms, and aprons in the wash.
- Check and restock cleaning supplies, including soap and paper towels.
- Take out trash and recycling.
- Disinfect waste areas.
- Sanitize dishwashing stations and sinks.

Weekly:

- Throw out expired ingredients.
- Clean dry storage areas and organize inventory.
- Sanitize refrigerators and freezers, including door handles.
- Wipe down exhaust hoods.
- Clean air filters to remove grease buildup.
- Wipe down walls.
- Clean inside and outside of ovens
 - Door
 - Oven racks
- Descalcify sinks and faucets.
- Clean deep fryer.
- Replace fryer oil.
- Clean anti-fatigue mats.
- Wash and sanitize trash and recycling bins.

Monthly:

- Empty and clean walk-in appliances, including:
 - Refrigerators
 - Freezers
- Clean and empty grease traps.
- Inspect and deep-clean behind and under kitchen equipment.
- Deep-clean air vents, hoods, and fans.
- Deep-clean and sanitize all cookware.
- Wash behind the hotline.
- Descale coffee and espresso machines.
- Empty and sanitize ice machines (every six months).
- Vacuum refrigerator coils.
- Deep clean anti-fatigue mats and floors.
- Wash walls, baseboards, and ceilings.
- Clean out and unclog drains.
- Replace pest traps, if necessary
- Conduct a thorough inspection of the kitchen for any maintenance needs.
- Schedule professional maintenance for kitchen equipment.

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