

Front-of-House Cleaning Checklist:

Every 4 Hours	
<input type="checkbox"/> Replace sanitizer in sanitizer buckets	<input type="checkbox"/> Replace sanitizer towel
Daily	
<input type="checkbox"/> Wipe down the walls where needed	<input type="checkbox"/> Wipe down all counter surfaces
<input type="checkbox"/> Clean & Sanitize the tables	<input type="checkbox"/> Clean seats and benches
<input type="checkbox"/> Inspect and wipe down the condiments and salt and pepper shakers	<input type="checkbox"/> Clean the interior and exterior of all the trash and recycling bins
<input type="checkbox"/> Take out the trash and recycling	<input type="checkbox"/> Vacuum carpets
<input type="checkbox"/> Clean wonderbar	<input type="checkbox"/> Clean Host/Hostess Station
<input type="checkbox"/> Sweep and mop the floors	<input type="checkbox"/> Clean and sanitize your bathrooms by: <ul style="list-style-type: none"> <input type="checkbox"/> Clean & Disinfecting the toilets <input type="checkbox"/> Wiping down the sinks <input type="checkbox"/> Emptying out feminine hygiene product bags <input type="checkbox"/> Taking out the trash <input type="checkbox"/> Sweep and mop the floors <input type="checkbox"/> Refill hand soap and towel dispensers
<input type="checkbox"/> Clean entry way and door	
<input type="checkbox"/> Wash, Rinse, Sanitize bus tubs	
<input type="checkbox"/> Clean drive-through window	
<input type="checkbox"/> Wash cloth napkins, tablecloths, and wait staff aprons in washing machine & dry	
Weekly	
<input type="checkbox"/> Dust and wipe down the light fixtures	<input type="checkbox"/> Wash glass windows and doors
<input type="checkbox"/> Disinfect the door handles	<input type="checkbox"/> Wash, Rinse & Sanitize Sanitizer Buckets
<input type="checkbox"/> Clean Windows Inside	<input type="checkbox"/> Clean bottles & counter in bar area
	<input type="checkbox"/> Clean Parking lot
Monthly	
<input type="checkbox"/> Dust any decorations or wall art	<input type="checkbox"/> Check the ceiling for cobwebs
<input type="checkbox"/> Wash dining area walls	<input type="checkbox"/> Clean Door Thresholds
<input type="checkbox"/> Clean HVAC vents	<input type="checkbox"/> Clean menu boards
<input type="checkbox"/> Clean sidewalk between backdoor & dumpster	<input type="checkbox"/> Clean Windows - Outside
Bi-Annually	Annually
<input type="checkbox"/> Deep clean outside menu boards or signs	<input type="checkbox"/> Deep Clean Drive-Thru pad
<input type="checkbox"/> Clean Sidewalks	

Back-of-House Cleaning Checklist:

Daily	
<input type="checkbox"/> Wipe down walls	<input type="checkbox"/> Clean & Sanitize food prep surfaces
<input type="checkbox"/> Clean the grill, griddle, range, flattop, & fryer. Make sure to clean underneath equipment	<input type="checkbox"/> Wipe down other equipment, such as coffee makers, microwaves, toasters
<input type="checkbox"/> Clean range hood	<input type="checkbox"/> Take out the trash and recycling
<input type="checkbox"/> Clean beverage dispenser heads on the soda fountains.	<input type="checkbox"/> Wash utensils, smallwares, flatware, and glassware and let them air dry
<input type="checkbox"/> Clean Cooler Doors & Handles	<input type="checkbox"/> Clean Prep Line and Holding Stations
<input type="checkbox"/> Clean trash cans	<input type="checkbox"/> Sweep and mop the floors
<input type="checkbox"/> Sweep walk-in refrigerators and storage areas	<input type="checkbox"/> Wash uniforms in the washing machine & dry
<input type="checkbox"/> Clean sinks (Handwashing, Prep, 3 Compartment & Mop sinks)	<input type="checkbox"/> Wash rags, towels, and aprons in the washing machine & dry
<input type="checkbox"/> Clean waste disposal area & dishwasher	<input type="checkbox"/> Refill soap dispensers and refill paper towels
<input type="checkbox"/> Wash, rinse & Sanitize Ice Scoops and Ice handling equipment	<input type="checkbox"/> Clean & sanitize and in place equipment (meat & cheese slicer, mixer, etc)
Weekly	
<input type="checkbox"/> Clean and sanitize the walk-in refrigerators	<input type="checkbox"/> Clean exterior of ovens, fryers & steamers
<input type="checkbox"/> Clean ovens, including the walls, door & racks	<input type="checkbox"/> Empty reach-in coolers /clean & sanitize interior
<input type="checkbox"/> Clean out grease traps	<input type="checkbox"/> Clean Floor Drains
<input type="checkbox"/> Calibrate thermometers	<input type="checkbox"/> Boil-Out deep fryers
<input type="checkbox"/> Delime Dishwasher, sinks and faucets	<input type="checkbox"/> Clean the can opener
<input type="checkbox"/> Boil out the deep fryer	<input type="checkbox"/> Clean any anti-fatigue mats
Monthly	
<input type="checkbox"/> Deep Clean behind the hotline	<input type="checkbox"/> Clean walls and ceiling to remove buildup
<input type="checkbox"/> Clean range hood vents	<input type="checkbox"/> Empty and sweep out the freezer
<input type="checkbox"/> Clean under racks in dry storage area	<input type="checkbox"/> Clean HVAC vents
<input type="checkbox"/> Clean the drain pans, refrigerator coils and air filters on refrigeration units	<input type="checkbox"/> Run cleaning chemical through coffee -espresso machine to remove built-up
<input type="checkbox"/> Update your safety data sheets	<input type="checkbox"/> Replace pest traps
Bi-Annually	Annually
<input type="checkbox"/> Empty, clean, sanitize and descale ice machine	<input type="checkbox"/> Clean the pilot lights on any gas kitchen equipment (Be sure to follow the manufacturer's instruction).
<input type="checkbox"/> Empty, clean and sanitize the freezer	<input type="checkbox"/> Check the fire extinguishers
<input type="checkbox"/> Calibrate thermostats and ovens	<input type="checkbox"/> Check fire suppression system