



## CLEANING CHECKLIST:

# Front-of-House Cleaning Checklist:

### Daily

- Clean every surface such as chairs, tables, bar and booths
- Vacuum floor
- Mop and clean floors
- Clean all toilets multiple times per shift
- Clean the menus
- Wipe down the condiment dispensers
- Dust shelves and other decorative items
- Remove and replace bar mats

### Weekly

- Clean picture frames, ceiling fans, walls (if necessary)
- Clean baseboards
- Wipe down chair legs and tables





## CLEANING CHECKLIST:

# Back-of-House Cleaning Checklist:

### Daily

- Clean all surfaces (also cutting boards and equipment)
- Clean ice cream machines and other machines
- Wipe down fryers
- Clean and empty the trash cans and recyclables
- Clean floors (including walk-ins)
- Replace foil liners of grill
- Put all aprons, rags and chef's whites in the laundry
- Clean grills
- Empty and clean bins
- Label and cover all food
- Sanitise hood filters in dishwasher
- Clean tables
- Clean soda guns, faucets and sinks

### Weekly

- Clean and sanitise refrigerators, coolers and ovens (per instructions from manufacturer)
- Clean walls (if necessary)
- Clean entrance (glass door, door handles and frames)
- Vacuum floor and carpets
- Sanitise coffee machines
- Clean floor drains with drain cleaner

### Monthly

- Clean all grease (fryers, flat tops, oven and stove)
- Wipe down freezers
- Empty and clean ice bin
- Clean ceilings
- Clean and check kitchen equipment (knives' sharpness, refrigerator temperature, oven and thermometers calibrated)

