

Daily Restaurant Cleaning Checklist

Date: _____

Daily Front-of-House Cleaning Checklist:

- Wipe down the walls if necessary
- Sanitize the tables
- Inspect and wipe down the condiments and salt and pepper shakers
- Wipe down all the counters
- Clean the seats and benches
- Run cloth napkins, tablecloths, and wait staff aprons through the washing machine
- Vacuum the carpets
- Take out the trash and recycling
- Clean the interior and exterior of all the trash and recycling bins
- Sweep and mop the floors
- Clean and sanitize your bathrooms by:
 - Disinfecting the toilets
 - Wiping down the sinks
 - Emptying out feminine hygiene product bags
 - Taking out the trash
 - Sweeping and mopping the floors

Daily Back-of-House Cleaning Checklist:

- Wipe down the walls wherever there are splashes
- Clean the grill, griddle, range, flattop, and fryer. Make sure to get underneath the equipment, too
- Change the foil lining on top of the ranges, grills, and flattops
- Wipe down other equipment, such as coffee makers, microwaves, toasters, and meat slicers
- Disinfect prep area surfaces
- Clean beverage dispenser heads in the soda fountains. Bars should clean the tips of the soda guns
- Wash utensils, smallwares, flatware, and glassware and let them air dry overnight
- Clean the sinks
- Wash rags, towels, aprons, and uniforms in the washing machine
- Refill soap dispensers and replace empty paper towel rolls
- Sweep walk-in refrigerators and storage areas
- Take out the trash and recycling
- Disinfect the waste disposal area and clean the trash cans
- Sweep and mop the floors

Weekly and Monthly Restaurant Cleaning Checklist:

Weekly Front-of-House Cleaning Checklist:

- Dust and wipe down the light fixtures
- Wash glass windows and doors
- Disinfect the door handles

Monthly Front-of-House Cleaning Checklist:

- Dust any decorations or wall art
- Check the ceiling for cobwebs
- Wash the walls

Weekly Back-of-House Cleaning Checklist:

- Clean the ovens, including the walls, door, and racks
- Delime the sinks and faucets
- Boil out the deep fryer
- Wash and sanitize the walk-in refrigerators and freezers
- Clean any anti-fatigue mats
- Use drain cleaner on the floors

Monthly Back-of-House Cleaning Checklist:

- Wash behind the hot line to prevent clogs
- Run cleaning and sanitizing chemicals through the coffee or espresso machine to remove built-up grime
- Clean out and sanitize the ice machine (every 6 months)
- Clean and sanitize the freezer
- Clean refrigerator coils to remove dust
- Empty grease traps
- Wash walls and ceiling to remove grease buildup
- Wash vent hoods (every few months)
- Replace pest traps

Notes:

Employee Signature:

Supervisor Signature:
