

Cleaning schedule

By shift, daily close, week, and month, with the standard built into every line

LOCATION _____ WEEK OF _____ MANAGER _____

Every shift: kitchen line

INITIALS

TIME

☐ Cutting boards washed, rinsed, and sanitized between proteins at the label concentration, then air-dried		
☐ Knives and hand tools cleaned and sanitized before switching from raw to ready-to-eat food		
☐ Prep tables and cutting surfaces cleaned and sanitized at least every 4 hours while in continuous use		
☐ Sanitizer bucket on the line tested with strips at the start of service and rechecked through the shift		
☐ Slicer blade and guard broken down, cleaned, and sanitized before and after use		
☐ Steam table and hot-holding wells wiped down; held food checked at 135°F (57°C) or above		
☐ Line reach-in coolers checked at 41°F (5°C) or below; door gaskets wiped clean		
☐ Line surfaces and reachable hood filter faces wiped free of grease build-up		

Every shift: dish and prep

INITIALS

TIME

☐ Dish machine gauge or chemical reading checked and logged at the start of the shift		
☐ Three-compartment sink set up wash-rinse-sanitize (chlorine 25 ppm to 100 ppm by water pH and temperature), tested with strips before the first load		
☐ Dish racks, drainboards, and the pit wall wiped down and sanitized		
☐ Prep sink cleaned and sanitized between different tasks (produce, then raw protein)		
☐ Mixer bowls, attachments, and scale trays washed, rinsed, sanitized, and air-dried		
☐ Dish pit floor swept and mopped; floor mats pulled and hung to dry		
☐ Trash and recycling in the prep area emptied, cans wiped down, liners replaced		

Every shift: front of house and restrooms

INITIALS

TIME

☐ Tables, chairs, and booth seats wiped down and sanitized between seatings		
☐ Menus and check presenters wiped down, or single-use ones replaced		

☐ Host stand, POS terminals, and door handles wiped down		
☐ High chairs and booster seats sanitized after each use		
☐ Restrooms checked and restocked (soap, paper towels, toilet paper) through service, not just at open and close		
☐ Restroom fixtures, toilets, and sinks cleaned and sanitized; floor mopped		
☐ Hand sinks in the kitchen and restrooms kept accessible and stocked with soap and towels; used for nothing else		
☐ Server station and drink station wiped down and sanitized		

Daily close: kitchen	INITIALS	TIME
☐ All line equipment broken down, washed, rinsed, sanitized, and air-dried, never towel-dried		
☐ Walk-in cooler and freezer floors swept and mopped; any spill cleaned immediately		
☐ Floor drains scrubbed and flushed; drain covers replaced		
☐ Floors swept and mopped under and around equipment that rolls or slides, not just the open floor		
☐ Removable hood filters pulled, washed, and reinstalled per your rotation		
☐ Trash and grease bins emptied, lids closed, area around the dumpster swept		
☐ Sanitizer buckets dumped, rinsed, and stored dry; test-strip supply checked		
☐ Closing manager walks the kitchen with the sheet, confirms completed lines, and signs the bottom		

Weekly: kitchen	INITIALS	TIME
☐ Walk-in cooler and freezer shelves emptied, washed, sanitized, and dried before restocking		
☐ Removable hood filters degreased in the dish machine or soak tank		
☐ Ice machine exterior, bin, and scoop holder wiped down and sanitized		
☐ Floor drains treated to prevent fruit-fly and drain-fly buildup		
☐ Line equipment pulled out; grease and debris behind and underneath cleaned		
☐ Dish machine descaled or de-limed per the manufacturer's schedule		
☐ Dry storage shelving wiped down; stock rotated FIFO while it's off the shelf		
☐ Wall surfaces near the fryer and flat-top degreased		

☐ Mop sink cleaned; mop heads washed and hung to dry, never left standing in the bucket		
☐ Vents, light fixtures, and ceiling tiles over prep areas checked for grease and dust		

Weekly: front of house	INITIALS	TIME
☐ Booth seams and upholstery vacuumed and spot-cleaned		
☐ Windows, glass doors, and mirrors cleaned inside and out		
☐ Baseboards and corners in the dining room cleaned		
☐ Light fixtures and ceiling fans dusted		
☐ Server station shelving emptied out, cleaned, and reorganized		
☐ Entryway or patio swept, furniture wiped down, trash bins emptied and washed		

Monthly / quarterly	INITIALS	TIME
☐ Hood exhaust system professionally cleaned per your fire code schedule (NFPA 96); certificate posted		
☐ Ice machine interior sanitized per the manufacturer's instructions; date logged		
☐ Grease trap or interceptor serviced by your hauler; service ticket filed		
☐ Pest control visit completed; technician's report reviewed and filed		
☐ Deep clean behind and under all line equipment, everything pulled out		
☐ Kitchen walls and ceiling degreased and washed		
☐ Exhaust fan and rooftop unit checked for grease buildup with your hood contractor		
☐ Fire suppression system inspected per local fire code; inspection tag updated		

Keep a box of test strips matched to your sanitizer on hand at all times, and file 90 days of completed sheets where a health inspector can see them.