



Restaurant cleaning checklist

Daily, closing, weekly and monthly tasks

Client or site

Date

Cleaner

Daily front of house cleaning checklist

21 tasks

Dining room

- ☐ Clean and sanitize tables between guests, with a cloth kept in sanitizer
- ☐ Wipe chair seats, booth seats and high chairs
- ☐ Wipe menus, condiment holders and table caddies
- ☐ Sweep under tables after each rush and spot-mop spills at once
- ☐ At close, wipe chair legs and booth frames, then sweep and mop the whole floor
- ☐ Empty dining room trash and replace liners

Guest restrooms

- ☐ Check and restock soap, paper towels and toilet paper on a set round
- ☐ Clean and disinfect toilets, urinals, sinks and faucets
- ☐ Clean mirrors and wipe door handles and dispensers
- ☐ Empty trash and the covered bin in each stall
- ☐ Sweep and mop, with a wet floor sign out

Host stand and entrance

- ☐ Clean entry door glass, push plates and handles
- ☐ Wipe the host stand, pagers and menu holders
- ☐ Vacuum or shake out entry mats
- ☐ Clean waiting area seats and window ledges

Bar and service stations

- ☐ Wipe the bar top and service counters during service
- ☐ Clean and sanitize bar tools, blender jars and garnish trays
- ☐ Change bar sanitizer solution when it gets dirty or tests weak
- ☐ Clean soda guns and nozzles at close
- ☐ Wipe coffee and tea stations, and clean the drip trays
- ☐ Empty and clean the bar sinks and floor mats

Kitchen cleaning during service

8 tasks

Line and prep, during service

- ☐ Keep wiping cloths in sanitizer between uses, never loose on the counter
- ☐ Test sanitizer buckets with the test kit and change them when dirty or weak
- ☐ Clean and sanitize boards, knives and surfaces when switching from raw meat to ready-to-eat food
- ☐ Clean and sanitize between different raw meats, fish or poultry, as the Food Code requires
- ☐ Clean and sanitize surfaces and utensils used with perishable food at least every 4 hours
- ☐ Scrape and wipe the flat-top, grill and burners between rushes
- ☐ Wipe up spills and grease on the floor right away
- ☐ Keep handwashing sinks clear and stocked with soap and towels

**Restaurant closing checklist: kitchen**

22 tasks

Cooking line

- ☐ Scrape, clean and season the flat-top and griddle
- ☐ Brush and clean grill grates and burner grates
- ☐ Filter fryer oil or change it as scheduled, and wipe the fryer outside
- ☐ Empty and clean drip trays and grease cups
- ☐ Clean and sanitize cooking equipment food-contact surfaces, at least every 24 hours
- ☐ Clean microwave cavities and door seals the maker's way
- ☐ Wipe the outside of ovens, ranges and hood surfaces you can reach

Floors, drains and trash

- ☐ Sweep under and behind equipment you can reach
- ☐ Degrease and mop kitchen floors, working toward the drains
- ☐ Clean floor drain covers and remove debris from drain baskets
- ☐ Dump mop water only in the mop sink, then hang the mop to dry
- ☐ Take out trash, recycling and food waste, and close dumpster lids
- ☐ Store chemicals away from and never above food, equipment or linens

Prep areas and cold storage

- ☐ Clear, clean and sanitize all prep tables and cutting boards
- ☐ Clean and sanitize slicers, mixers and food processors after taking them apart
- ☐ Wipe reach-in cooler and prep-table doors, gaskets and handles
- ☐ Cover, label and date food going into storage
- ☐ Clean the inside of prep-table rails and wells

Dish area

- ☐ Run the last loads and check dish machine temperature or sanitizer level
- ☐ Drain, clean and refill dish machine tanks as the maker directs
- ☐ Wash, rinse and sanitize the three-compartment sink, then let it dry
- ☐ Clean and air-dry dish racks, carts and bus tubs

Weekly restaurant cleaning checklist

16 tasks

Kitchen

- ☐ Boil out or deep-clean fryers, as the maker directs
- ☐ Delime sinks, faucets and the dish machine
- ☐ Clean the inside of reach-in coolers and freezers, and throw out old food
- ☐ Clean ovens inside, including racks
- ☐ Wash walls and backsplashes around the line
- ☐ Clean the outside of the hood and wash removable hood filters, or more often if they load up fast
- ☐ Scrub floor grout and corners by hand or with a machine

Front of house and bar

- ☐ Dust light fixtures, shelves, frames and window ledges
- ☐ Clean chairs and booths thoroughly, including the undersides
- ☐ Clean all interior glass and partitions
- ☐ Clean bar coolers inside and wipe bottle shelves
- ☐ Run beer line cleaning on the schedule your supplier or the maker sets
- ☐ Descale restroom fixtures and scrub restroom grout



Weekly restaurant cleaning checklist (continued)

Outside and storage

- ☐ Hose or scrub the dumpster area and wash trash cans
- ☐ Sweep and organize dry storage, keeping food off the floor
- ☐ Check for signs of pests in storage, under equipment and at doors

Monthly and vendor restaurant cleaning checklist

12 tasks

Monthly

- ☐ Pull out equipment on casters and clean behind and under it
- ☐ Clean the walk-in cooler: shelves, floor, walls, door gasket and fan guards
- ☐ Clean and sanitize the ice machine and ice bin at the frequency the maker sets
- ☐ Clean coffee and tea brewers and lines per the maker
- ☐ Wash walls and ceilings in the kitchen, including vents and light covers
- ☐ Clean behind the bar and under the coolers
- ☐ Dust air vents and return grilles in the dining room
- ☐ Check the safety data sheets, chemical labels and test kit supply

Done by licensed or certified vendors

- ☐ Hood, duct and exhaust fan cleaning, on the schedule your fire code sets for your cooking volume
- ☐ Grease trap or interceptor pumping, by a grease hauler, as often as your sewer authority requires
- ☐ Pest control service by a licensed pest control company
- ☐ Dining room carpet extraction and hard floor stripping or refinishing, if you do not own the equipment