

Restaurant Weekly Deep Cleaning Checklist

Cleaning

WEEK ENDING ____ / ____ / ____	LOCATION	SUPERVISOR
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COOKING EQUIPMENT

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Oven interiors degreased	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fryer oil filtered or changed <small>Change if dark, foamy, or smells rancid</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oven door glass and seals cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Range burner heads removed and cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grill grates removed, soaked, scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Salamander interior cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flat-top degreased and re-seasoned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Microwave interior and exterior wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fryer exterior and backsplash degreased	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Steam table drained and scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other _____

VENTILATION & EXTRACTION

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Hood filters removed and degreased <small>Soak in hot degreaser solution, rinse, air dry</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grease cups emptied and cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hood interior surfaces wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exhaust fan blades checked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hood exterior wiped and polished	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Other _____

REFRIGERATION & STORAGE

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Walk-in cooler walls and ceiling wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reach-in fridge interiors wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk-in cooler shelving cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reach-in condenser coils dusted <small>Use coil brush or vacuum; blocked coils cause breakdowns</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk-in cooler floor scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dry store shelves wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk-in cooler door seals wiped <small>Check for cracks or gaps in gaskets</small>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dry store floor swept and mopped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk-in freezer defrosted if needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storage containers checked and cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk-in freezer shelving cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Other _____

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PREP AREAS & SMALL EQUIPMENT

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Prep tables legs and undersides wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Can opener blade cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Slicer fully disassembled and cleaned <i>Blade guard on, unplug before disassembly</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cutting boards sanitised and inspected <i>Replace if deep grooves or staining</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mixer, bowl, and attachments cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Knife storage cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food processor disassembled and cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Blender gaskets and blades cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other _____

FLOORS, DRAINS & WALLS

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Floor drains dismantled and scrubbed <i>Use drain brush; flush with hot water and degreaser</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wall tiles and grout scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floor grout lines scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ceiling tiles inspected and cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Floor mats removed and deep cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Light fixtures and covers cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen walls wiped down <i>Pay attention to wall-floor junction and behind equipment</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Other _____

DISHWASH AREA

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Dishwasher interior delimed <i>Run delime cycle or use manufacturer's descaler</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Dish racks and shelving cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dishwasher spray arms cleared	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pot wash sink scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dishwasher curtains and gaskets wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemical dispensers checked and refilled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wash and rinse tanks drained and scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Other _____

DINING AREA & FRONT OF HOUSE

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Booth upholstery deep cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Skirting boards wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chair and table legs wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Artwork, mirrors, and decor dusted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Light fixtures and shades dusted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Air conditioning vents dusted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Windowsills and tracks cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Host stand and POS area deep cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other _____

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RESTROOMS

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Grout and tile scrubbed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exhaust fan and vent cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Behind and under toilet bases cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Door hinges and hardware wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mirror edges and frames wiped	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Partition walls spot-cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Soap and towel dispensers cleaned inside	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Other _____

EXTERIOR & WASTE AREAS

	DONE	NOT DONE	N/A		DONE	NOT DONE	N/A
Bin storage area degreased and washed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Grease trap exterior cleaned <i>Log grease trap pump-out date separately</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bins cleaned inside and out	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Pest bait stations checked <i>Report any activity to pest control provider</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivery entrance swept and cleaned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Outdoor seating wiped down	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other _____

STATUS
 All sections completed

NOTES

 Maintenance issues found

 Items deferred to next week

SIGN-OFF

Cleaning staff _____

Supervisor sign-off _____

Notes

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