



Restaurant Cleaning Checklist

Use this restaurant cleaning checklist template to ensure all tasks are completed for a safe and sanitary environment.

BOH

Daily Tasks

- Sweep and mop floors, walk-ins, and dry storage areas
- Take out all recycling and trash
- Clean out and sanitize sinks and sink drains
- Wash all dishes, utensils, and glassware
- Wipe down soda fountains and clean the drink dispenser heads
- Clean the fryer, flat top, range, and grill
- Spot clean walls and wipe down equipment like microwaves, toasters, and coffee makers
- Sanitize the surfaces in your prep areas
- Clean your trash cans and sanitize the waste disposal area
- Change out the foil lining on the top of your grills and ranges
- Refill paper towel rolls and soap dispensers in the back of the house
- Put uniforms, rags, aprons, and towels in the washing machine and run them

Weekly Tasks

- Clean your anti-fatigue mats
- Boil out your deep fryer
- Delime all faucets and sinks
- Thoroughly clean your ovens
- Clean and sanitize the walk-ins
- Clean floor drains with drain cleaner

Monthly Tasks

- Replace all of your pest traps
- Sanitize the coffee machine
- Sanitize the freezer
- Clean out the ice machine (sanitize twice per year)
- Wash behind your hot line
- Remove dust from refrigerator coils
- Empty all grease traps
- Wash the vent hoods
- Remove grease buildup from ceilings and walls

FOH

Daily Tasks

- Clean and sanitize all of the surfaces in the restrooms
- Sanitize the toilets and bathroom sinks
- Take out the trash from the bathrooms
- Sweep and mop the floors of the restrooms
- Wipe down walls near dining areas
- Clean and sanitize the tables and seats
- Clean condiment containers and salt and pepper shakers
- Clean front of house counters
- Run any aprons, table cloths, or napkins through the washing machine
- Take out the recycling and trash
- Sweep and mop all front of house floors
- Vacuum carpeted areas

Weekly Tasks

- Disinfect the handles to front of house doors, including the entry door
- Wash the windows
- Wipe down the lamps and hanging light fixtures

Monthly Tasks

- Remove any cobwebs from the ceilings
- Dust wall art and other decorations
- Thoroughly wash the front of house walls

Have open shifts that need to be filled?



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