# DAILY KITCHEN CHECKLIST

Week : Mon: through Sun:

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| **DAILY OR AFTER EACH USE** | **INITIALS** |
|  | **\*\*Use N/A when the item is not applicable. Do not leave blank.****\*\*Use W/O when a work order is pending. Do not leave blank.** | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 1. | All dishes, pots, pans and utensils are cleaned and stored properly after each meal and snack. |  |  |  |  |  |  |  |
| 2. | Freezer, refrigerator and dishwasher temperatures are checked and recorded. |  |  |  |  |  |  |  |
| 3. | All sinks are cleaned & sanitized after use. |  |  |  |  |  |  |  |
| 4. | All work counters are cleaned & sanitized after use. |  |  |  |  |  |  |  |
| 5. | Can opener is cleaned & sanitized after each use. |  |  |  |  |  |  |  |
| 6. | Steam table is cleaned & sanitized after each use. |  |  |  |  |  |  |  |
| 7. | Dishwasher is cleaned after each use. |  |  |  |  |  |  |  |
| 8. | Tray return window and surrounding area is cleaned after each use. |  |  |  |  |  |  |  |
| 9. | Trash can is emptied and cleaned after each meal. |  |  |  |  |  |  |  |
| 10. | Bathroom is cleaned daily or as needed. |  |  |  |  |  |  |  |
| 11. | Dish cloths are washed at the end of each day. |  |  |  |  |  |  |  |
| 12. | Sweep floors after meals and mop daily. |  |  |  |  |  |  |  |
| 13. | Oven spills are cleaned and ovens are turned off. |  |  |  |  |  |  |  |
| 14. | Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open sores or infections that could spread to food. |  |  |  |  |  |  |  |
| 15. | Clean ice machine exterior. |  |  |  |  |  |  |  |
| 16. | All tools cleaned, locked and inventoried. |  |  |  |  |  |  |  |
| 17. | Clean steamer and steam table after each use. |  |  |  |  |  |  |  |
| 18. | Clean mixer after each use. Cover. |  |  |  |  |  |  |  |
| 19. | Clean receiving dock/area. |  |  |  |  |  |  |  |
| 20. | Clean & sanitize slicer. Cover |  |  |  |  |  |  |  |
| 21. | Foods thawed appropriately. |  |  |  |  |  |  |  |
| 22. | Foods cooled appropriately. |  |  |  |  |  |  |  |
| 23. | Chemical stored away from food. |  |  |  |  |  |  |  |

Week : Mon: through Sun:

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| **WEEKLY** | **DATE** | **NAME** |
| 1. | Delime dishwasher. |  |  |
| 2. | Delime floor under sinks and ice machine. |  |  |
| 3. | Clean pantries, shelves and food canisters |  |  |
| 4. | Clean all freezers and refrigerators, interior and exterior. |  |  |
| 5. | Clean walls. |  |  |
| 6. | Clean office. |  |  |
| 7. | Clean ovens weekly or as needed. |  |  |
| 8. | Polish all stainless steel surfaces. |  |  |
| 9. | Equipment temperature log complete. |  |  |
| 10. | Serving temperature log complete. |  |  |

Month : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **MONTHLY** | **DATE** | **NAME** |
| 1. | Remove and clean drain covers. |  |  |
| 2. | Clean all baseboards. |  |  |
| 3. | Take down exhaust vents and thoroughly clean. |  |  |
| 4. | Clean ice machine. |  |  |
| 5. | Clean fans. |  |  |
| 6. | Pest control report on-hand. |  |  |
| 7. | Fire exits & escape route clearly marked and accessible. |  |  |