

### Kitchen Cleaning Checklist

Week Beginning: \_\_\_\_\_

	What	When	MON	TUES	WED	THUR	FRI
1.	Work Surfaces	After Each Use					
2.	Knives/equipment/chopping boards	After Each Use					
3.	Food Mixer/Processor/scales	After Each Use					
4.	Temperature probe	After Each Use					
5.	Can Opener	After Each Use					
6.	Meat slicer	After Each Use					
7.	Telephone	Daily					
8.	All Trolleys	Daily					
9.	Floors	Daily					
10.	Refuse Bins	Daily					
11.	Sinks/Soap Dispensers	Daily					
12.	Fridge/Freezer Surfaces	Daily					
13.	Fridge/Freezer Shelves & Seals	Weekly					
14.	Ovens/Hot Cupboards	Weekly					
15.	Cutlery Containers/Larder	Weekly					
16.	Walls, Windows , Sills	Weekly					
17.	Hard to reach areas/Behind ovens	Weekly					
18.	Draws/Cupboards/Grundy bins	Half Termly					
19.	Extractor Canopy	Every Term					
20.	Oven deep clean	Yearly					
21.	Defrost Freezer	Yearly					
22.	High level Clean	Yearly					
23.	Dry Store	Weekly					
24.	Drinks store	Weekly					
25.	Toilets/Changing rooms	Weekly					
26.		Weekly					

**Comments and corrective Action:**

Manager sign off: \_\_\_\_\_

Date: \_\_\_\_\_