

Kitchen Cleaning Checklist

Week Beginning:						
What	When	Mon	Tue	Wed	Thu	Fri
Work Surfaces	After Each Use					
Knives/Equipment/Chopping boards	After Each Use					
Food Mixer/Processor/Scales	After Each Use					
Temperature Probe	After Each Use					
Can Opener	After Each Use					
Meat Slicer	After Each Use					
Telephone	Daily					
All Trolleys	Daily					
Floors	Daily					
Refuse Bins	Daily					
Sinks/Soap Dispensers	Daily					
Fridge/Freezer Surfaces	Daily					
Coffee Machine	Daily					
Inside Cold Counter	Daily					
Front Cold Counter	Daily					
Panini Machine	Daily					
Fridge/Freezer Shelves and Seals	Weekly					
Ovens/Hot Cupboards	Weekly					
Cutlery Containers/Larder	Weekly					
Walls/Windows/Sills	Weekly					
Hard to reach areas/Behind ovens	Weekly					
Dry Store	Weekly					
Drinks Store	Weekly					
Toilets/Changing Rooms	Weekly					
Dry Store Tidied	Monthly					
Draws/Cupboards/Grundy Bins	Half Termly					
Extractor Canopy	Every Term					
Oven Deep Clean	Yearly					
Defrost Freezer	Yearly					
High Level Clean	Yearly					

Comments and Corrective Action:

Manager Sign Off:	Date:
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