

KITCHEN CHECKLIST

Week of: Mon: _____ through Sun: _____

| 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. | <u>Mon</u> | <u>Tue</u> | <u>Wed</u> | <u>Thu</u> | <u>Fri</u> | <u>Sat</u> | <u>Sun</u> |
| 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. | | | | | | | |
| 20. | Clean & sanitize slicer. Cover | | | | | | | |
| 21. | Foods thawed appropriately. | | | | | | | |
| 22. | Foods cooled appropriately. | | | | | | | |
| 23. | Chemical stored away from food. | | | | | | | |

| 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. | | |

| 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. | | |