

## DAILY KITCHEN CHECKLIST

Week of: Mon: \_\_\_\_\_ through Sun: \_\_\_\_\_

DAILY OR AFTER EACH USE		INITIALS						
	<b>**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.</b>	<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 KITCHEN CHECKLIST

Week of: Mon: \_\_\_\_\_ through Sun: \_\_\_\_\_

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 KITCHEN CHECKLIST

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

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.		