

Facility _____ Date _____ Completed by _____

Daily**Front of house**

- Wipe entrance doors, handles and glass
- Sanitize host stand; organize menus
- Clean and disinfect tables, chairs and booths after each use
- Vacuum carpets; sweep and mop hard floors
- Wipe and disinfect bar tops, stools and glassware
- Empty trash and replace liners

Back of house

- Sanitize prep surfaces, cutting boards and utensils
- Clean stovetops, grills and ovens to prevent grease buildup
- Wipe refrigeration exteriors and handles
- Wash and sanitize cookware, dishes and utensils
- Sweep and mop kitchen floors
- Empty and clean trash receptacles

Restrooms

- Clean and disinfect toilets, sinks and counters
- Restock toilet paper, soap and paper towels
- Wipe mirrors and fixtures
- Empty bins and mop floors
- Check air fresheners

Weekly**Kitchen deep clean**

- Degrease grills, griddles and fryer surfaces
- Clean oven interiors, racks and walls
- Sanitize beverage dispensers and coffee machines
- Empty and clean refrigeration; check expiration dates
- Disinfect knife storage; sharpen blades
- Clean and organize dry storage

Dining area

- Dust light fixtures, artwork and decor
- Polish windows and mirrors streak-free
- Vacuum carpets; spot-clean stains
- Mop and buff hard flooring

Monthly

- Deep clean furniture (chairs, booths, bar stools)
- Wash walls and ceilings to cut grease and dust
- Steam clean carpets and upholstery
- Inspect and deep clean hood vents and ventilation
- Check for pests and take preventative measures

Quarterly & annual

- Deep clean ovens, grills and fryers to remove carbon buildup
- Empty and sanitize walk-in fridges and freezers
- Scrub walls, ceilings and tile grout
- Service HVAC for air quality
- Touch up paint; replace worn furniture
- Schedule professional equipment servicing and pest assessment