



Restaurant Cleaning Checklist



Introduction

Thanks to strict industry standards and regulations, it's fair to say that restaurants are amongst the most regularly cleaned public spaces around.

But we get it. From handwashing to surface sanitizing to deep cleaning, adhering to both **Health Department requirements** and **CDC suggestions** can seem daunting. Especially when you're dealing with multiple high-trafficked spaces that each require their own set of cleaning protocols.

That's why we're taking out the guesswork so you can get down to the dirty work. The Restaurant Cleaning Checklist includes a daily cleaning checklist, a weekly cleaning checklist, and a monthly cleaning checklist for each area of your establishment.

You can use the checklist digitally or print it out and hang it up in key areas of your restaurant, so your employees can easily reference it. Modify the cleaning checklist to meet the needs of your business, and then distribute it and train your staff to follow it.

Your entire restaurant will remain spotless and your diligence will be rewarded, ensuring both the safety of your staff and patrons and the well-being of your bottom line.*

***Disclaimer:** And just so you know, this content is for informational purposes only and is not intended as legal, accounting, tax, HR, or other professional advice. You're responsible for your own compliance with laws and regulations. Contact your attorney or other relevant advisor for advice specific to your circumstances.



Front of House Cleaning Checklist

This is where appearance is everything. Your front of house is the first impression guests will have when arriving at your restaurant and needs to have an atmosphere that will make them feel comfortable throughout their dining experience.



Cleaning supplies needed:

- **Surface and glass spray cleaners**
- **Sanitizer solution (bleach)**
- **Clean cloths**
- **Broom**
- **Mop** and **bucket** of hot soapy water
- **Vacuum** for carpeted areas and hard-to-reach nooks
- **Bathroom cleanser** and **toilet brush**
- Paper supplies such as **toilet paper**, **paper towels**, and **napkins**

DAILY CLEANING CHECKLIST — DURING THE SHIFT:

Spray and wipe down high traffic surfaces like door handles, railings, seats, and table tops as often as needed.

Wipe down communal condiments that usually live on tables, like bottles of ketchup, after each use.

Spot clean windows and glass doors so they are free of smudges and streaks.

Check that each table has a clean and fully-stocked setting.

Periodically check bathrooms for cleanliness.

DAILY CLEANING CHECKLIST — WHEN CLOSING OUT:

Roll silverware and napkins for the next shift.

Spray and wipe down menus.

Spray and wipe down all tabletops.

Thoroughly clean and sanitize bathroom surfaces.

Sweep and mop floors.

Vacuum up any visible crumbs or debris from rugs.

WEEKLY CLEANING CHECKLIST:

Vacuum harder-to-reach areas.

Dust all fixtures and secondary surfaces.

Spray and wipe down all glass surfaces and mirrors.

Sanitize and scrub the toilets.

Tend to any live plants.

MONTHLY CLEANING CHECKLIST:

Check carpets, curtains, chairs, and other upholstered items for damage.

Deep clean the bathrooms.

Vacuum cobwebs, and dust ceiling fans, art, or other decorations.

Bar

Cleaning Checklist

The bar is a busy area that's on full display to guests. It's important to keep it clean for both safety purposes as well as for appearances.



Cleaning supplies needed:

- **Surface spray cleaners**
- Several **clean bar rags**
- **Sanitizer solution (bleach)**
- Trash bags
- **Broom**

DAILY CLEANING CHECKLIST — DURING THE SHIFT:

Wipe down the bar, very frequently. Use sanitizing solution often and switch out your bar rag often.

Run glassware through the dishwasher.

Refill disposables like napkins, stirrers, and straws.

Empty trash and recycling bins.

DAILY CLEANING CHECKLIST — WHEN CLOSING OUT:

Clean and empty garnish trays.

Wipe down bottles and speed wells.

Clean soda guns.

Empty and sanitize ice wells.

Remove floor mats for cleaning.

Sweep the floor.

WEEKLY CLEANING CHECKLIST:

Spray and wipe down the surfaces inside coolers.

Dust and wipe down bottles and shelves behind the bar and any decorative fixtures.

Clean and flush keg lines.

Clean behind any movable equipment.

MONTHLY CLEANING CHECKLIST:

Check carpets, curtains, chairs, and other upholstered items for damage.

Vacuum cobwebs and dust ceiling fans.

Deep clean the floors.

Dust light fixtures, bar shelves, and any other decorative fixtures.

Back of House Cleaning Checklist

The back of house can get messy quickly as food is prepped, grilled, sauteed, and tossed, and dirty dishes come and go. It's crucial for the safety of staff and guests alike to stay on top of restaurant kitchen cleaning tasks.



Cleaning supplies needed:

- Surface and **glass spray cleaners**
- **Clean cloths**
- Steel wool pads
- **Sanitizer solution (bleach)**
- **Stainless steel cleaner**
- Commercial **dishwasher detergent**
- **Degreaser**
- **Hand soap**
- **Food prep gloves**
- **Broom**
- **Mop** and **bucket** of hot soapy water
- Trash bags
- **Paper towels**
- Power washer
- Stiff bristle deck brush

Prep Station

DAILY CLEANING CHECKLIST — DURING THE SHIFT:

- Check that all surfaces are clean before starting prep.
- Wipe down and sanitize surfaces between preparing different foods.
- Wrap and date everything after it's been placed into a new container.
- Shuttle tools to the dish pit as needed.

DAILY CLEANING CHECKLIST — WHEN CLOSING OUT:

- Clean equipment and tools, and take cutting boards, bowls/containers, etc. to the dish pit.
- Wipe and sanitize food prep surfaces and polish all stainless steel surfaces including ice makers and refrigeration units.
- Remove floor mats for cleaning.
- Sweep and mop the floors.
- Refill soap and paper towel dispensers.
- Place dirty towels and linens in the appropriate bins.
- Break down cardboard boxes for recycling.
- Empty trash bins.

WEEKLY CLEANING CHECKLIST:

- Empty shelves and clean the surfaces of the walk-in and reach-in coolers.
- Toss out any ingredients that are no longer fresh.
- De-lime coffee makers.

MONTHLY CLEANING CHECKLIST:

- Fully empty and deep clean the walk-in.

Back of House Cleaning Checklist

The Line

DAILY CLEANING CHECKLIST — DURING THE SHIFT:

- Scrape down griddles and grills between use.
- Clean up any big spills or splatters.
- Check the temperatures on hot or cold food holding units.
- Sanitize surfaces after preparing any potentially dangerous foods.

DAILY CLEANING CHECKLIST — WHEN CLOSING OUT:

- Clean the grills and griddles and empty drip trays.
- Filter the fryer oil.
- Empty and sanitize any hot or cold food holding units, like a steam table.
- Clean equipment and tools, and take pots/pans, etc. to the dish pit.
- Degrease and sanitize all surfaces.
- Remove floor mats for cleaning.
- Sweep and mop the floors.
- Place dirty towels and linens in the appropriate bins.
- Empty trash bins.

WEEKLY CLEANING CHECKLIST:

- Replace the fryer oil.
- Clean the inside and outside of ovens and steamers.
- Clean fan guards, vents, and hoods.

MONTHLY CLEANING CHECKLIST:

- Deep clean the fan, vents, and hoods.
- Wash the floor and the walls.
- Clean and empty grease traps.

Back of House Cleaning Checklist

The Dish Pit

DAILY CLEANING CHECKLIST — DURING THE SHIFT:

Empty the dishwasher from last night's run.

Collect, wash, and return food prep equipment during gaps between runs of dishes and glassware.

Mop the floor periodically to prevent slipping.

DAILY CLEANING CHECKLIST — WHEN CLOSING OUT:

Place all remaining restaurant kitchen tools, containers, and gear in the dishwasher and run overnight.

Hand wash any gear that cannot be run through the dishwasher.

Clean and sanitize the washing station and sinks.

Lift up floor mats and run through the dishwasher or spray with a power washer.

Sweep and mop.

Place dirty towels and linens in the appropriate bins.

Take out the trash and recycling.

WEEKLY CLEANING CHECKLIST:

Check that the floor and sink drains are clean and flowing.

Check any pest prevention traps that may need cleaning or replacing.

MONTHLY CLEANING CHECKLIST:

Deep clean the floor.

Clean out drains and remove any blockage.

Replace pest traps if needed.



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