ZAVQERA

Kitchen and restroom cleaning schedule, with sign-off

Who it is for: Restaurant and café owners, kitchen managers, cleaning teams and office managers.
When to run it: The daily tasks every day and the weekly tasks on a fixed day: run them as two repeating checklists.

A cleaning schedule on the wall says what should be cleaned. It rarely says who cleaned it and when, which is exactly what an inspector, a customer complaint or a new manager asks.

The checklist

- [ ] 1. Clean and sanitise prep surfaces after each service
  Counters, prep tables and handles, with the cleaning and sanitising products in your plan.
  Keep as proof: Initials and the time, after each service.
  Done by: _____ Date: _____
- [ ] 2. Wash and sanitise boards, knives and utensils
  Through the dishwasher or by hand, then dried and stored off the floor.
  Keep as proof: Initials and the time.
  Done by: _____ Date: _____
- [ ] 3. Clean the hob, grill and fryer surroundings
  Wipe down splashes and grease around the cooking line before it builds up.
  Keep as proof: Initials and the time.
  Done by: _____ Date: _____
- [ ] 4. Empty and clean the bins
  Empty every bin, clean the lids and replace the liners.
  Keep as proof: Initials and the time.
  Done by: _____ Date: _____
- [ ] 5. Sweep and mop the kitchen floor
  Including under the units you can reach and the corners where waste collects.
  Keep as proof: Initials and the time.
  Done by: _____ Date: _____
- [ ] 6. Clean and restock the restrooms
  Toilets, sinks, mirrors and floor, with soap and paper refilled; check them more often at busy times.
  Keep as proof: The times checked, with initials.
  Done by: _____ Date: _____
- [ ] 7. Weekly: clean inside the fridges and freezers
  Remove old food, wipe the shelves and check the door seals.
  Keep as proof: A photo of the clean fridge, or a note of what was removed.
  Done by: _____ Date: _____
- [ ] 8. Weekly: degrease the extraction hood filters
  Soak or wash the filters and wipe the hood.
  Keep as proof: The date and who did it.
  Done by: _____ Date: _____

☐ 9. Weekly: descale the sinks, taps and dishwasher
Remove limescale and clean the dishwasher filter.
Keep as proof: The date and who did it.

Done by: _____ Date: _____

☐ 10. Weekly: check for pests and restock cleaning supplies
Look behind units and in storage for any sign of pests, and order what is running low.
Keep as proof: What was found, if anything, and the order placed.

Done by: _____ Date: _____