



CLEANING SCHEDULE

CHECKLIST

*Manager Initial/Employee Initial- [MI/EI]

Date	
Manager	
Time	

Dining Room	MI/EI	Line Area	MI/EI	Drink Station(s)	MI/EI
Carpets/floors		Containers		Counters	
Tables and chairs		Deep sweep/mop		Drink station parts (beverage nozzles, juice catcher, etc.)	
Walls		Shelves		Ice bins and dispenser shoot	
Fans/vents		Countertops		Glasses and cups	
Banisters		Trays/tray bins		Coffee station parts	
Caddies (jellies, sugars, condiments, silverware, etc.)		Check labeling/expiration dates		Single-use items (straws, to-go cups, etc.)	
Curtains				Deep sweep/mop	
Windows					
Decorative Pieces					

Cooks/Kitchen Prep	MI/EI
Deep sweep/mop	
Clean cook area	
Review/organize storage of freezers and coolers	
Clean stove, oven, coolers, freezers	
Clean shelves	
Clean/replace utensils and containers	
Check labeling/expiration dates	
Label all necessary items	
Ice machine	

All house/Back house	MI/EI	MI/EI
Deep sweep/mop		Hang up all mops and brooms
Clean sinks		Remove any debris from drains
Replace sanitizing towels with fresh ones **Remember to keep towels in the buckets unless in use		Pick up boxes and any extra items off the ground
Organize extra storage/boxes		Clean walls, ceilings, counters, shelves
Check light fixtures, replace, repair if necessary		Refill any necessary items (single-use items, caddies, utensils, dishes, glasses/cups, etc.)