COMMERCIAL RANGE, GRIDDLE & FLAT-TOP CLEANING CHECKLIST

Daily Griddle & Flat-Top Cleaning

Week of: ..... Location: ..... Checked by: .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Griddle scraped between rushes to remove carbon and food buildup.							
Surface cleaned while still warm, at the temperature the manufacturer specifies.							
Only manufacturer-approved griddle cleaner, brick, or screen used on the plate.							
Cleaner fully rinsed off; no residue left on the cooking surface.							
Thin coat of oil applied to re-season the plate after cleaning.							
Grease trough scraped and grease drawer emptied before it reaches the fill line.							
Splash guards and side walls wiped free of grease.							
Control knobs and front panel wiped; knobs turn freely to OFF.							
Griddle turned off and confirmed cool before the closing team leaves.							
Any warping, pitting, or uneven heat reported to the manager.							
Additional Task:							

Instructions:

A griddle is easiest to clean while warm — leave it overnight and carbon bakes on. Use only the cleaner and tools the manufacturer approves; the wrong chemical or abrasive can ruin the plate. Never let the grease drawer overflow — it is a fire load sitting next to a flame.

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COMMERCIAL RANGE, GRIDDLE & FLAT-TOP CLEANING CHECKLIST

Daily & Weekly Range and Burner Care

Week of: ..... Location: ..... Cleaned by: .....

Daily Tasks

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Grates cooled, removed, and soaked or scrubbed free of buildup.							
Drip pans and crumb trays emptied and washed.							
Range top and backsplash wiped down; no grease left on surfaces.							
All burners light evenly with a steady blue flame.							
Burners with yellow, lifting, or uneven flames reported for service.							
Additional Task:							

Weekly Tasks

TASK	STATUS
Burner ports cleared with a wire or pin, not a toothpick.	
Pilot lights checked; each lights burners promptly.	
Range oven interior and racks cleaned; door gasket intact.	
Area under and behind the range swept of grease and debris.	
Additional Task:	

Instructions:

Clean grates, drip pans, and surfaces daily so grease never builds into a fire load. A healthy burner burns blue and even; a yellow or lifting flame means clogged ports or a gas problem. Clear ports weekly, and report any flame you cannot fix by cleaning.

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COMMERCIAL RANGE, GRIDDLE & FLAT-TOP CLEANING CHECKLIST

Monthly Inspection & Maintenance

Year: ..... Location: ..... Inspected by: .....

TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Gas connector free of kinks, cracks, crushing, or wear.												
Quick-disconnect fitting secure; gas shutoff valve accessible and working.												
Restraint cable attached on any appliance with casters, shorter than the gas connector.												
Casters locked and appliance level and stable.												
Griddle and oven thermostats checked with a thermometer against the dial setting.												
Knobs present, tight, and clearly marked; no missing or cracked knobs.												
Oven door hinges, handle, and gasket in good condition.												
No gas smell at connections; suspected leaks checked with soapy water, never a flame.												
Defects logged and service called, with the date noted.												
Additional Task:												

Instructions:

Ranges and griddles on casters get moved for cleaning, and that strains the gas connector. The restraint cable must always be attached so the connector never takes the load. A thermostat that reads off wastes product and gas — check it against a thermometer monthly.

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COMMERCIAL RANGE, GRIDDLE & FLAT-TOP CLEANING CHECKLIST

Safety, Records & Service

Location: ..... Date: ..... Signed by: .....

TASK	STATUS
Staff know the gas leak response: no flames or switches, shut off gas, evacuate, call.	
Gas shutoff valve location posted and known to every cook.	
Range and griddle sit in their marked position under the hood.	
Equipment not moved or swapped under the hood without fire suppression contractor review.	
Hood filters in place over the cooking line during all cooking.	
Class K extinguisher within reach of the cooking line and tag current.	
Service contact and equipment model and serial numbers posted.	
Annual professional service (burners, valves, thermostats) completed and filed.	
Cleaning logs and service records kept for inspection.	
Additional Task:	

Instructions:

If anyone smells gas, the rule is the same every time: no flames, no switches, shut off the gas, get out, and call the utility. Keep each appliance in its marked spot under the hood so the fire suppression system still covers it. File every service record.

Date:

Signature of Manager

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