DAILY KITCHEN CLEANING CHECKLIST

Quick Clean Priority Zones (15-20 Minutes)

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sanitize cutting boards and knives after each use.							
Wipe and sanitize food prep surfaces.							
Clean spills immediately to prevent hazards.							
Empty and sanitize small trash bins in prep areas.							
Wipe down handles on refrigerators, ovens, and cabinets.							
Inspect and sanitize small appliances (e.g., blenders, toasters).							
Replace dirty towels and sponges with fresh ones.							
Additional Task:							

Instructions:

- *Focus on preventing cross-contamination and ensuring high-touch areas are cleaned.*
- *Adapt tasks for specialized equipment used in the kitchen (e.g., sushi prep, baking tools).*

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DAILY KITCHEN CLEANING CHECKLIST

Essential Hourly Tasks

Date: .....

TASK	1ST	2ND	3RD	4TH	5TH	6TH	7TH
Clear and reorganize workstations.							
Sweep and spot-mop high-traffic areas.							
Empty and replace trash bags in kitchen and prep zones.							
Check and refill soap, sanitizer, and paper towel dispensers.							
Wipe down food warming trays, heat lamps, and countertops.							
Inspect for food debris under equipment and clean as needed.							
Additional Task:							

Instructions:

- *Perform these tasks hourly to maintain order and safety in a busy kitchen environment.*
- *Log completed tasks during peak hours to track cleanliness consistency.*

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DAILY KITCHEN CLEANING CHECKLIST

(Check each day)

End-of-Shift Deep Clean

From ..... to .....

Cooking and Prep Areas:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Scrub stovetops, grills, ovens, and deep fryers.							
Wash and sanitize all cookware, utensils, and cutting boards.							
Wipe down walls and splash guards near cooking stations.							

Floors and Surfaces:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sweep and mop all kitchen floors, including hard-to-reach areas.							
Sanitize sinks, faucets, and surrounding areas.							
Clean and check floor drains for blockages or debris.							

Equipment Maintenance:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Empty, clean, and inspect refrigerator and freezer interiors.							
Deep-clean ventilation hood filters.							
Wipe and sanitize shelving and racks.							

Instructions:

- *Focus on heavy-use equipment and surfaces to ensure a fresh start for the next day.*
- *Prioritize tasks that minimize buildup (grease, debris, or grime) in critical areas.*

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DAILY KITCHEN CLEANING CHECKLIST

(Check each day)

Final Checks

From ..... to .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Verify all trash bins are emptied, sanitized, and lined.							
Perform a final wipe-down of high-touch surfaces (e.g., light switches, handles).							
Check for pest activity (droppings, insects) and report issues immediately.							
Confirm appliances and lights are turned off where required.							
Restock supplies (soap, sanitizer, paper towels, etc.) for the next day.							
Inspect all floors for cleanliness and ensure they are dry and safe.							
Additional Task:							

Instructions:

- *Walk through the entire kitchen to double-check all areas and ensure readiness for the next day.*
- *Focus on safety measures, such as hazard removal and supply restocking, to reduce morning delays.*

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