

# CAFETERIA HYGIENE AND CLEANING CHECKLIST

(Check each day)

## Pre-Cleaning Preparation

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Gather cleaning supplies (disinfectants, gloves, mops, microfiber cloths).							
Wear appropriate PPE (gloves, aprons).							
Place "Cleaning in Progress" signs in visible areas.							
Remove trash and replace liners in all bins.							
Check for spills or hazards and address them immediately.							
<i>Additional Task:</i>							

### Instructions:

- *Start with an organized approach to ensure safety and efficiency.*

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## Dining Area Cleaning

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe and disinfect all tables and chairs, including legs and undersides.							
Sweep floors to remove crumbs and debris.							
Mop floors with a disinfectant solution, focusing on high-traffic areas.							
Clean and sanitize condiment stands and trays.							
Dust and clean wall-mounted fixtures, décor, and lights.							
<i>Additional Task:</i>							

### Instructions:

- Focus on visible areas and high-touch surfaces to ensure a hygienic environment for diners.

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## Food Serving and Display Areas

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and sanitize food counters, sneeze guards, and serving trays.							
Inspect and clean hot and cold food display units.							
Disinfect beverage dispensers and handles.							
Restock napkins, straws, and utensils, ensuring they are neatly arranged.							
Check for spills in serving areas and clean them promptly.							
<i>Additional Task:</i>							

### Instructions:

- *Maintain cleanliness in serving areas to prevent contamination and improve guest experience.*

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## Kitchen and Preparation Areas

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and sanitize cutting boards, countertops, and prep tables.							
Wash and sanitize utensils, cookware, and food storage containers.							
Empty and clean grease traps as needed.							
Sweep and mop kitchen floors, focusing on corners and under equipment.							
Inspect refrigeration and storage units for spills and expired items.							
<i>Additional Task:</i>							

### Instructions:

- *Ensure all food prep areas are spotless to comply with hygiene and safety standards.*

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## Restocking and Maintenance

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Restock napkins, condiments, and disposable utensils.							
Check and refill soap and sanitizer dispensers in all areas.							
Empty, clean, and sanitize trash bins in dining and kitchen areas.							
Inspect and clean light fixtures, vents, and fans for dust buildup.							
Report and address any maintenance issues (e.g., faulty lights, loose fixtures).							
<i>Additional Task:</i>							

### Instructions:

- *Keep the cafeteria well-stocked and functioning smoothly to enhance guest satisfaction.*

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## Final Walkthrough and Inspection

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Perform a final sweep of all areas to ensure no debris or dirt remains.							
Adjust furniture to its proper arrangement.							
Ensure no odors linger; use air fresheners if needed.							
Verify all surfaces, floors, and high-touch points are sanitized.							
Log completed cleaning tasks and report any unresolved issues.							
<i>Additional Task:</i>							

### Instructions:

- *Make the cafeteria guest-ready with a spotless and inviting atmosphere.*