

# KITCHEN CLOSING CHECKLIST

(Check each day)

## Cleaning and Sanitizing Surfaces

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe down and sanitize all countertops and prep tables.							
Clean and sanitize cutting boards, ensuring no food residue remains.							
Scrub and sanitize sinks, including drains and faucet handles.							
Disinfect high-touch areas like refrigerator handles and light switches.							
Wipe down walls and splash guards near cooking and prep stations.							
Sanitize condiment and spice stations, removing any spills.							
Check and clean the undersides of counters and tables.							
Empty all trash bins, sanitize the interiors, and replace liners.							
<i>Additional Task:</i>							

### Instructions:

- *Ensure all surfaces are sanitized thoroughly to eliminate cross-contamination risks.*

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## Equipment Cleaning

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Scrub stovetops, burners, and grills; remove all grease and food debris.							
Empty and clean grease traps.							
Wipe down oven exteriors and clean interiors as needed.							
Sanitize small appliances (e.g., blenders, mixers, food processors).							
Soak and scrub utensils, pots, and pans; dry and store appropriately.							
Clean fryers, removing oil and sanitizing baskets.							
Disinfect warming stations, heat lamps, and shelving used for plated food.							
Inspect and wipe down the exteriors of large equipment like refrigerators and dishwashers.							
<i>Additional Task:</i>							

### Instructions:

- *Include deep cleaning for equipment that accumulates grease or residue during service.*

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## Refrigeration and Storage

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Label and store all leftovers in airtight, labeled containers.							
Discard expired, spoiled, or questionable food items.							
Rotate stock following FIFO (First In, First Out) practices.							
Check and log refrigerator and freezer temperatures.							
Clean and sanitize the interiors and shelving of refrigerators and freezers.							
Wipe down doors and handles to remove fingerprints or smudges.							
Reorganize storage areas to ensure accessibility and avoid clutter.							
Verify proper sealing of refrigerated and frozen goods to maintain freshness.							
<i>Additional Task:</i>							

### Instructions:

- Focus on maintaining organization and ensuring all stored food complies with safety standards.

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## Floors and Drains

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sweep all kitchen floors to remove crumbs, spills, and debris.							
Mop floors with a degreasing solution, paying special attention to high-traffic areas.							
Scrub and sanitize under appliances, including stoves and refrigerators.							
Clear and clean floor drains to prevent clogging and odors.							
Check for and clean grease buildup along baseboards and corners.							
Inspect for any damage to flooring (e.g., cracks, loose tiles) and report it.							
Dry floors to reduce the risk of slips and falls before closing.							
<i>Additional Task:</i>							

### Instructions:

- *Ensure all floor cleaning tasks are completed thoroughly to maintain safety and hygiene.*

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## Final Shutdown and Security

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Turn off and unplug all non-essential kitchen appliances.							
Ensure gas lines and water valves are securely turned off.							
Inspect and lock all refrigerators, freezers, and storage units.							
Verify all lights are turned off except for necessary security or overnight lighting.							
Secure all windows and doors in the kitchen area.							
Inspect for fire hazards (e.g., flammable items near heat sources).							
Check that all alarms and security systems are active.							
<i>Additional Task:</i>							

### Instructions:

- Perform a systematic walkthrough of the kitchen to confirm all tasks are completed.

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## Final Shutdown and Security

Date .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Complete assigned side work, such as folding towels or refilling supplies.							
Restock cooking stations with necessary tools and ingredients for the next shift.							
Ensure cleaning supplies are replenished and ready for use.							
Check that utensils, pots, and pans are returned to their proper locations.							
Conduct a team walkthrough to address any missed tasks.							
Log completed tasks in the cleaning schedule or management system.							
Report unresolved issues, maintenance needs, or missing items.							
<i>Additional Task:</i>							

### Instructions:

- Use this section to ensure all team members contribute to the closing process.