

SANITATION CHECKLIST

(Check each day)

General Sanitation Tasks

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and sanitize all high-touch surfaces (e.g., door handles, light switches).							
Disinfect tables, countertops, and furniture.							
Empty trash bins, sanitize interiors, and replace liners.							
Sweep, mop, and disinfect all floors, paying attention to corners and under furniture.							
Wipe down walls and baseboards for visible dirt or stains.							
Maintain ventilation systems by cleaning vents and filters.							
<i>Additional Task:</i>							

Instructions:

- Perform these tasks at the beginning and end of each shift to maintain a clean environment.

SANITATION CHECKLIST

(Check each day)

Kitchen and Food Preparation Areas

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Sanitize all food prep surfaces, cutting boards, and utensils.							
Clean and sanitize sinks, faucets, and surrounding areas.							
Wipe down and disinfect cooking equipment (e.g., ovens, grills, fryers).							
Empty and clean grease traps.							
Sweep and mop kitchen floors with a degreasing solution.							
Inspect and sanitize refrigerators and storage shelves.							
<i>Additional Task:</i>							

Instructions:

- Focus on deep cleaning areas that directly impact food safety to prevent contamination.

SANITATION CHECKLIST

(Check each day)

Restrooms

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Clean and disinfect toilets, sinks, and countertops.							
Refill soap, paper towels, and toilet paper as needed.							
Wipe down mirrors and sanitize faucets and hand dryers.							
Sweep and mop floors with a disinfectant solution.							
Empty and sanitize trash bins.							
Inspect for unpleasant odors and clean air vents if necessary.							
<i>Additional Task:</i>							

Instructions:

- *Ensure restrooms are inspected and cleaned multiple times daily to maintain guest satisfaction.*

SANITATION CHECKLIST

(Check each day)

Restrooms

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Wipe down and sanitize tables, chairs, and menus.							
Clean condiment holders and refill them as needed.							
Sweep and mop dining area floors, especially under tables and chairs.							
Dust and clean windows, mirrors, and light fixtures.							
Inspect and clean any spills immediately.							
Sanitize POS terminals and cash registers after each shift.							
<i>Additional Task:</i>							

Instructions:

- Focus on creating a clean and inviting atmosphere for guests by paying attention to detail.

SANITATION CHECKLIST

(Check Weekly/ After Major Delivery)

Storage and Delivery Areas

Date

TASK	1ST	2ND	3RD	4TH	5TH
Sweep and mop floors in storage and delivery zones.					
Sanitize shelving and storage bins.					
Inspect for pest activity and clean affected areas.					
Disinfect frequently touched surfaces, such as door handles and light switches.					
Organize and label stored items to prevent clutter.					
Ensure cleaning supplies are stored safely and labeled clearly.					
<i>Additional Task:</i>					

Instructions:

- Perform these tasks weekly or after each major delivery to ensure organization and cleanliness.

SANITATION CHECKLIST

(Check each day)

Closing Sanitation Tasks

Date

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Deep clean all equipment, including small appliances and tools.							
Sanitize trash bins and surrounding areas.							
Reorganize and sanitize workstation supplies.							
Sweep, mop, and disinfect all areas one final time.							
Restock cleaning supplies for the next shift.							
Log completed tasks and report any maintenance or sanitation issues.							
<i>Additional Task:</i>							

Instructions:

- Use the closing checklist to leave the facility clean and ready for the next day's operation.