DAILY CLEANING CHECKLIST

LOCATION / STORE NAME | **DATE** | **TIME**

MANAGER ON DUTY | **SHIFT**

ADMINISTRATION & STAFF

4 items

		YES	NO	N/A
1	Staff debriefed and assigned cleaning duties	☐	☐	☐
2	Daily cleaning log(s) filled in	☐	☐	☐
3	Cleaning supply inventory checked for needs	☐	☐	☐
4	Store requisition placed if more inventory needed	☐	☐	☐

FRONT OF HOUSE

8 items

		YES	NO	N/A
1	All seats and benches cleaned	☐	☐	☐
2	All tables and counters cleaned and sanitized	☐	☐	☐
3	Condiment bottles, salt and pepper shakers wiped down	☐	☐	☐
4	Walls and curtains wiped down where needed	☐	☐	☐
5	Floors swept and mopped	☐	☐	☐
6	All carpets vacuumed	☐	☐	☐
7	Cloth napkins, tablecloths, aprons washed today	☐	☐	☐
8	Public restrooms completely cleaned	☐	☐	☐

DAILY CLEANING CHECKLIST

BACK OF HOUSE

17 items

		YES	NO	N/A
1	Walls with splashes or stains wiped down	☐	☐	☐
2	Back-of-house floors swept and mopped	☐	☐	☐
3	Preparation area surfaces disinfected	☐	☐	☐
4	All utensils, smallwares, flatware, glassware air drying	☐	☐	☐
5	Grill, griddle, range, flattop, fryer cleaned (inc. underneath)	☐	☐	☐
6	Foil linings on ranges, grills, flattops changed	☐	☐	☐
7	Coffee makers, microwaves, toasters, slicers wiped down	☐	☐	☐
8	Beverage dispenser heads (soda fountains) cleaned	☐	☐	☐
9	Soda gun tips in bar cleaned	☐	☐	☐
10	All sinks cleaned and disinfected	☐	☐	☐
11	Walk-in refrigerators and freezers swept	☐	☐	☐
12	Storage areas swept	☐	☐	☐
13	Rags, towels, aprons, uniforms washed	☐	☐	☐
14	Soap dispensers at handwash stations refilled	☐	☐	☐
15	Paper towel dispensers at handwash stations refilled	☐	☐	☐
16	Staff restrooms completely cleaned	☐	☐	☐
17	Staff rooms and offices cleaned of debris and waste	☐	☐	☐

DAILY CLEANING CHECKLIST

GENERAL

5 items

		YES	NO	N/A
1	All garbage, compost, recycling taken out and disposed of	☐	☐	☐
2	Waste taken out throughout the day (no overflow)	☐	☐	☐
3	Waste disposal area and containers cleaned and disinfected	☐	☐	☐
4	All items placed and kept at least 15 cm off the floor	☐	☐	☐
5	No other concerns	☐	☐	☐

NOTES / ISSUES TO FLAG

MANAGER SIGNATURE

Print name & sign

DATE & TIME

Complete on form submission

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