

Daily Cleaning Checklist for Staff

Date: _____

Front-of-House:

Dining Area:

- Wipe and sanitize tables and chairs.
- Sweep and mop floors.
- Clean windows and other glass surfaces.
- Empty and sanitize trash bins.
- Check and refill condiments.

Restrooms:

- Clean and disinfect all surfaces, including sinks and countertops.
- Replenish restroom supplies (soap, paper towels, toilet paper).
- Empty and sanitize trash bins.

Entrance and Waiting Area:

- Clean and sanitize high-touch surfaces (door handles, waiting area furniture).
- Sweep and mop floors.

Back-of-House:

Kitchen:

- Clean and sanitize food preparation surfaces.
- Wash and sanitize utensils, cutting boards, and equipment.
- Sweep and mop floors.
- Empty and sanitize trash bins.

Everyday Deep Cleaning Tasks:

Deep Cleaning Schedule:

- Complete assigned deep cleaning tasks for the day.
- Follow the specialized cleaning procedures for equipment and surfaces.

Monitoring and Documentation:

Checklists:

- Complete the daily cleaning checklist.
- Document any issues or areas that may need attention.

Additional Notes or Comments: