# Kitchen cleaning schedule

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**Site** _____ **Week starting (Monday)** _____

Initial the day you did it. Due counts from How often, Status shows what is still open this week.

| Task | How | How often | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Done | Due | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Kitchen** | | | | | | | | | | | | |
| **Prep surfaces and chopping boards** | Clean, then sanitise. Leave for the contact time on the label. | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Handles, switches, taps, fridge seals** | Clean, then sanitise | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Hobs, grills, fryers** | Degrease, filter fryer oil | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Floors and drains** | Sweep, mop, clear drain covers | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Bins** | Empty, wash lids and outside | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Fridges inside** | Empty shelf by shelf, wash, sanitise | Weekly | | | | | | | | 0 | 1 | 1 to do |
| **Ovens** | Deep clean | Weekly | | | | | | | | 0 | 1 | 1 to do |
| **Extraction canopy filters** | Soak and degrease | Weekly | | | | | | | | 0 | 1 | 1 to do |
| **Dry store and shelving** | Clear, wipe, check dates | Weekly | | | | | | | | 0 | 1 | 1 to do |
| | | | | | | | | | | | | |
| **Bar** | | | | | | | | | | | | |
| **Bar top, taps, drip trays** | Clean, then sanitise | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Glass washer** | Drain, clean filter and arms | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Ice machine** | Empty, clean, sanitise | Weekly | | | | | | | | 0 | 1 | 1 to do |
| **Beer lines** | Line clean (or as your supplier says) | Weekly | | | | | | | | 0 | 1 | 1 to do |
| | | | | | | | | | | | | |
| **Front of house and toilets** | | | | | | | | | | | | |
| **Tables, chairs, high chairs, menus** | Wipe and sanitise | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Toilets** | Clean, restock, check | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Door handles, card machines** | Sanitise | Daily | | | | | | | | 0 | 7 | 7 to do |
| **Windows and glass doors** | Clean inside | 2x a week | | | | | | | | 0 | 2 | 2 to do |
| | | | | | | | | | | | | |

## Monthly and deep cleans

| Task | Date done | Initials | Next due |
|---|---|---|---|
| Behind and under kitchen equipment | | | |
| Walls, ceilings and light fittings | | | |
| Freezer defrost and clean | | | |
| Bin store deep clean | | | |
| Extraction ductwork (specialist contractor) | | | |
| | | | |