

Daily Kitchen Cleaning Sheet

[Logo]
[Company Name]
[Company Details]

| DAILY OR AFTER EACH USE | | INITIALS & SIGNATURE |
|-------------------------|---|----------------------|
| 1. | All dishes, pots, and utensils are cleaned and stored properly after each meal. | |
| 2. | Freezer, fridge and dishwasher temperatures are checked and recorded. | |
| 3. | All sinks are cleaned after use. | |
| 4. | All work counters are cleaned after use. | |
| 5. | Can opener is cleaned after each use. | |
| 6. | Steam table is cleaned after use. | |
| 7. | Dishwasher is cleaned after each use. | |
| 8. | Tray return window and surrounding area is cleaned after each use. | |
| 9. | Bin is emptied and cleaned after each shift. | |
| 10. | Bathroom is cleaned daily or as needed. | |
| 11. | Sigh cloths are washed at the end of each day. | |
| 12. | Sweep floors after meals and mop daily. | |
| 13. | Cutlery is inventories and recorded after each meal. | |
| 14. | All walk-in fridges, freezers and pantries are locked. | |
| 15. | Oven spills are cleaned and ovens are turned off. | |
| 16. | Food service employees wear hair restraints and clean clothing and keep and clean and free of any open sores or infections that could spread to food. | |
| 17. | Clean floor under sinks and ice machine. | |
| 18. | Clean ice machine exterior. | |
| 19. | Clean utensils drawers. | |
| 20. | Clean steamer after each use. | |
| 21. | Clean mixer after each use. | |
| 22. | Clean floors under sinks and ice machine. | |