Restaurant Cleaning & Sanitation Schedule

Suggested grouping: Before prep / opening

Use or replace this grouping with the shift or frequency set by your establishment.

Restaurant: _____ Date: _____

Shift / frequency (adapt): _____

Done	Cleaning task	Assigned staff	Initials / time	Exception / handoff
[ ]	Wash, rinse, and sanitize prep tables, cutting boards, and food-contact utensils using the product label and your written procedure; allow items to air-dry as directed.	_____	_____	_____
[ ]	Clean removable food-contact parts of slicers, mixers, and similar equipment after use; sanitize and reassemble according to the manufacturer instructions.	_____	_____	_____
[ ]	Clean and sanitize prep sinks, faucets, and drainboards before their assigned use; clear food debris and keep the surrounding area tidy.	_____	_____	_____
[ ]	Clean spills from reach-in shelves and door seals while keeping stored food protected; use the establishment procedure for any affected product.	_____	_____	_____
[ ]	Wash and sanitize scoops, tongs, scales, and other station tools; place clean items in their designated storage.	_____	_____	_____
[ ]	Wipe refrigerator, freezer, oven, and other equipment handles and controls with products suited to those surfaces.	_____	_____	_____
[ ]	Clean station trays, removable pans, and prep mats; sanitize food-contact pieces using their product directions and your written procedure.	_____	_____	_____
[ ]	Replace or clean station wiping cloths and holders as directed by the establishment procedure; keep clean and used items separated.	_____	_____	_____

OPEN WORK / HANDOFF

Unfinished task or exception: _____

Next step / assigned person: _____ Follow-up: _____

This schedule is not regulatory guidance and makes no compliance claims. Set cleaning methods and frequencies using applicable local requirements and your establishment's written procedures.

Restaurant Cleaning & Sanitation Schedule

Suggested grouping: During service / as assigned

Use or replace this grouping with the shift or frequency set by your establishment.

Restaurant: _____ Date: _____

Shift / frequency (adapt): _____

Done	Cleaning task	Assigned staff	Initials / time	Exception / handoff
[ ]	Wash, rinse, and sanitize food-contact surfaces and smallwares between assigned uses; follow the product label and written procedure.	_____	_____	_____
[ ]	Clean and sanitize tools and surfaces when changing tasks or handling different foods, following the establishment procedure.	_____	_____	_____
[ ]	Wipe equipment touchpoints such as refrigerator pulls, microwave handles, and control panels with surface-appropriate products.	_____	_____	_____
[ ]	Clean dining tables, seats, and highchairs using the establishment procedure and the surface or product instructions.	_____	_____	_____
[ ]	Clean service counters and condiment or beverage station touchpoints; protect exposed food and clean utensils during the work.	_____	_____	_____
[ ]	At the establishment-selected restroom check frequency, clean visible soil, restock soap and paper supplies, and record the check.	_____	_____	_____
[ ]	Remove food debris and spills from kitchen, service, dining, and entry floors; mark wet areas and leave them dry before use.	_____	_____	_____
[ ]	Empty waste and recycling before overflow; wipe soiled lids or rims and replace liners as needed.	_____	_____	_____

OPEN WORK / HANDOFF

Unfinished task or exception: _____

Next step / assigned person: _____ Follow-up: _____

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Restaurant Cleaning & Sanitation Schedule

Suggested grouping: Closing / selected periodic work

Use or replace this grouping with the shift or frequency set by your establishment.

Restaurant: _____ Date: _____

Shift / frequency (adapt): _____

Done	Cleaning task	Assigned staff	Initials / time	Exception / handoff
[ ]	When equipment is safely off and cool, clean grills, ranges, ovens, and microwaves using their manufacturer instructions and the written procedure.	_____	_____	_____
[ ]	Disassemble, wash, rinse, and sanitize slicers, mixers, and their removable food-contact parts; air-dry and store them as directed.	_____	_____	_____
[ ]	Clean cold-storage shelves, door seals, handles, and spills while protecting stored food; follow the establishment procedure for affected items.	_____	_____	_____
[ ]	Clean restroom toilets, sinks, mirrors, fixtures, floors, and touchpoints; restock supplies and return designated tools to their storage.	_____	_____	_____
[ ]	Sweep and mop kitchen, dining, and service floors with area-appropriate products; mark wet areas until they are dry.	_____	_____	_____
[ ]	Take waste and recycling to the designated area, clean soiled bin interiors or exteriors, and replace liners.	_____	_____	_____
[ ]	Clean floor mats, drain covers, and floor-cleaning tools using the establishment procedure; keep these tools separate from food-contact tools.	_____	_____	_____
[ ]	Wash, rinse, and dry cleaning tools; return them and any labeled cleaning products to their designated storage.	_____	_____	_____

OPEN WORK / HANDOFF

Unfinished task or exception: _____

Next step / assigned person: _____ Follow-up: _____

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