Kitchen cleaning schedule (sample)

Week: _____ **to** _____ **Manager sign off:** _____

Frequency (Daily, weekly, etc.)	Cleaning tasks and checks	Initials (Please add N/A if the task is not applicable, do not leave initial space blank)						
		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Daily	Clean all utensils after use	JT	KM	AG	JT	AG		
Daily	Clean cooking equipment after use	KM	JT	KM	AG	LZ		
Daily	Wipe down and disinfect worktops and surfaces	KM	JT	KM	AG	LZ		
Daily	Sweep the floors	KM	JT	KM	AG	LZ		
Daily	Mop the floors at the end of the day	KM	JT	KM	AG	LZ		
Daily	Rinse and clean the mops and buckets after use	KM	JT	KM	AG	LZ		
Daily	Cloths - any reusable cloths must be washed after use	JY	KM	AG	KM	JT		
Daily	Clean sink and surrounding area	JT	JT	KM	KM	KM		
Daily	Refill soap dispensers and paper towels	AG	KM	JT	KM	AG		
Daily	Clean the dishwasher at the end of the day	KM	AG	AG	AG	KM		
Daily	Remove all waste	KM	JT	KM	JT	KM		
Daily	Clean the bins	KM	JT	JT	KM	JT		
Daily	Refill disinfectant bottles for FOH	JT	AG	AG	JT	JT		
Daily	Check and record temperatures of fridges and freezers as required	JT	JT	AG	AG	AG		
Weekly	Clean the fridges and freezers	LZ	N/A	N/A	N/A	N/A		
Weekly	Clean the dry store area	N/A	KM	N/A	N/A	N/A		
Weekly	Deep clean kitchen racking, shelves, cupboards and drawers	N/A	N/A	N/A	N/A	N/A		