

Restaurant Cleaning Checklist

Plan and record practical cleaning tasks by frequency, area, and assigned person.

During service / as needed

- ☐ Wipe and reset guest tables
- ☐ Clean spills promptly
- ☐ Check restrooms and refill supplies
- ☐ Empty bins before they overflow
- ☐ Clean and restock service stations

After each shift

- ☐ Clean food-prep surfaces
- ☐ Wash utensils and serveware
- ☐ Clean floors as required
- ☐ Remove waste
- ☐ Leave equipment and stations ready for the next shift

Daily

- ☐ Clean high-touch surfaces
- ☐ Clean front-of-house counters and menus
- ☐ Clean refrigeration handles and seals
- ☐ Check storage areas
- ☐ Clean staff areas and restrooms

Weekly

- ☐ Deep-clean equipment exteriors
- ☐ Clean shelving and dry storage
- ☐ Clean behind movable equipment where safe
- ☐ Review cleaning tools and supplies

Monthly / periodic

- ☐ Schedule specialist or maintenance cleaning as needed
- ☐ Review extraction, drains, and hard-to-reach areas according to procedures
- ☐ Review the cleaning schedule with the manager

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Cleaning record

Task	Frequency	Assigned to	Completed	Initials	Notes

Note: This template is a general operational resource. Cleaning, sanitation, record-keeping, and food-safety requirements vary by location and business. Adapt it to your food-safety plan and applicable local requirements.