# DAILY KITCHEN CHECKLIST

Week of: Mon: ___________ through Sun: ___________

**Use N/A when the item is not applicable. Do not leave blank.**

**Use W/O when a work order is pending. Do not leave blank.**

<table>
<thead>
<tr>
<th>DAILY OR AFTER EACH USE</th>
<th>INITIALS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Mon</td>
</tr>
<tr>
<td>1. All dishes, pots, pans and utensils are cleaned and stored properly after each meal and snack.</td>
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<tr>
<td>2. Freezer, refrigerator and dishwasher temperatures are checked and recorded.</td>
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<tr>
<td>3. All sinks are cleaned &amp; sanitized after use.</td>
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<tr>
<td>4. All work counters are cleaned &amp; sanitized after use.</td>
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<tr>
<td>5. Can opener is cleaned &amp; sanitized after each use.</td>
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<tr>
<td>6. Steam table is cleaned &amp; sanitized after each use.</td>
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<tr>
<td>7. Dishwasher is cleaned after each use.</td>
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<td>8. Tray return window and surrounding area is cleaned after each use.</td>
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<tr>
<td>9. Trash can is emptied and cleaned after each meal.</td>
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<tr>
<td>10. Bathroom is cleaned daily or as needed.</td>
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<tr>
<td>11. Dish cloths are washed at the end of each day.</td>
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<tr>
<td>12. Sweep floors after meals and mop daily.</td>
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<tr>
<td>13. Oven spills are cleaned and ovens are turned off.</td>
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<tr>
<td>14. Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open sores or infections that could spread to food.</td>
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<tr>
<td>15. Clean ice machine exterior.</td>
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<td>16. All tools cleaned, locked and inventoried.</td>
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<tr>
<td>17. Clean steamer and steam table after each use.</td>
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<tr>
<td>18. Clean mixer after each use. Cover.</td>
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<tr>
<td>19. Clean receiving dock.</td>
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<tr>
<td>20. Clean &amp; sanitize slicer. Cover</td>
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<tr>
<td>22. Foods cooled appropriately.</td>
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<tr>
<td>23. Chemical stored away from food.</td>
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</tbody>
</table>

Rev. 2/25/16
## WEEKLY KITCHEN CHECKLIST

Week of: Mon: __________ through Sun: ____________

<table>
<thead>
<tr>
<th>WEEKLY</th>
<th>DATE</th>
<th>NAME</th>
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</thead>
<tbody>
<tr>
<td>1. Delime dishwasher.</td>
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<tr>
<td>2. Delime floor under sinks and ice machine.</td>
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<tr>
<td>3. Clean pantries, shelves and food canisters</td>
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<tr>
<td>4. Clean all freezers and refrigerators, interior and exterior.</td>
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<td>5. Clean walls.</td>
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<td>6. Clean office.</td>
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<td>7. Clean ovens weekly or as needed.</td>
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<td>8. Polish all stainless steel surfaces.</td>
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<td>9. Equipment temperature log complete.</td>
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<tr>
<td>10. Serving temperature log complete.</td>
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</tbody>
</table>
MONTHLY
KITCHEN CHECKLIST

Month of: __________________________

<table>
<thead>
<tr>
<th>MONTHLY</th>
<th>DATE</th>
<th>NAME</th>
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</thead>
<tbody>
<tr>
<td>1. Remove and clean drain covers.</td>
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<td>2. Clean all baseboards.</td>
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<td>3. Take down exhaust vents and thoroughly clean.</td>
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<tr>
<td>4. Clean ice machine.</td>
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<td>5. Clean fans.</td>
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<td>7. Fire exits &amp; escape route clearly marked and accessible.</td>
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