

CLEANING CHECKLIST

Year: _____ Month: _____

SECTIONS AND AREAS TO BE CHECKED	WEEK ONE Area clean YES / NO?	WEEK TWO Area clean YES / NO?	WEEK THREE Area clean YES / NO?	WEEK FOUR Area clean YES / NO?	WEEK FIVE Area clean YES / NO?	CORRECTIVE ACTION (If the area was dirty, what was done about it?)
SECTION: HOT PRODUCTION						
Extractor hood - general						
Extractor hood - filters & grease traps						
Oven						
Flat top						
Grill						
Cookers						
Salamander						
Bain marie						
Warmer						
Oil fryer						
Legs and supports to above equipment						
Gas pipes and taps						
Electrical cords						
Processing surfaces						
Shelves						
Table legs and supports						
Hard to reach floor areas						
General floor areas						
Walls						
Ceilings (clean if visibly dirty)						
Lights (clean if visibly dirty)						
Basins and taps incl hand wash basin						
Drains						

SECTION: FOOD PRODUCTION						
Processing surfaces						
Shelves						
Table legs and supports						
Hard to reach floor areas						
General floor areas						
Walls						
Ceilings (clean if visibly dirty)						
Lights (clean if visibly dirty)						
Food contact equipment (after each use)						
Basins and taps incl hand wash basin						
Drains						

Please sign that above areas have been correctly checked

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SECTION: SERVERY						
Extractor hood - general						
Extractor hood - filters & grease traps						
Flat top						
Surfaces						
Shelves						
Table legs and supports						
Hard to reach floor areas						
General floor areas						
Walls						
Ceilings (clean if visibly dirty)						
Lights (clean if visibly dirty)						
Food contact equipment (after each use)						
Bain marie/ Hot display						
Cold display						
Basins and taps incl hand wash basin						
Drains						

SECTION: DISHWASHER						
Dishwasher exterior						
Dishwasher interior						
Dishwasher descale (check if scaled)						
Receiving area surfaces & shelves						
Prewash basin, spray & taps						
Exit table						
Drying racks						
Shelves for clean items						
Table legs and supports						
Hard to reach floor areas						
General floor areas						
Walls						
Ceilings (clean if visibly dirty)						
Lights (clean if visibly dirty)						
Drains						
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SECTION: MANUAL WASH						
Receiving area surfaces & shelves						
Wash and rinse basins & taps						
Drying racks						
Shelves for clean items						
Nylon cutting board racks						
Smalls containers						
Table legs and supports						
Hard to reach floor areas						
General floor areas						
Walls						
Ceilings (clean if visibly dirty)						
Lights (clean if visibly dirty)						
Drains						
SECTION: DRY STORE						
Door						
Door handle						
Shelves						
Hard to reach floors & skirting						
Walls						
Ceiling						
Lights						
Floor						
SECTION: COLD & FREEZER ROOMS						
Door						
Door handle						
Door seals						
Shelves						
Hard to reach floors & skirting						
Walls						
Ceiling						
Lights						
Floor						
Cooling Unit & Fan covers						
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SECTION: SMALL FRIDGES						
Door						
Door handle						
Door seals						
Shelves						
General interior						
SECTION: REFUSE ACCUMULATION						
Floors						
Doors						
Wall						
Ceilings (check if dirty)						
Skips/ Bins						
Dustbins & lids in kitchen						
SECTION: CLEANING EQUIPMENT						
Mops						
Mop buckets & squeezing devises						
Cloths						
Brushes						
Squeegees						
<i>Please sign that above areas have been correctly checked</i>						