

Front of House	MON	TUE	WED	THU	FRI	SAT	SUN	Last Completed <small>weekly and monthly task visibility</small>
<b>Daily</b>								
Wipe down walls								
Clean and sanitize counters								
Clean and sanitize tables								
Inspect, wipe down, and sanitize condiments, salt, and pepper on tables								
Clean and sanitize seats, booths, and benches								
Launder all napkins, tablecloths, and aprons								
Take out trash and recycling								
Wipe down and sanitize down recycling bins								
Sweep and mop floors								
Vacuum carpets								
Clean and sanitize bathrooms								
Clean and sanitize door handles								
<b>Weekly</b>								
Wipe down and dust light fixtures								
Clean and sanitize doors								
Wipe down windows								
<b>Monthly</b>								
Dust decorations, painting, and artwork								
Knock cobwebs off ceiling								
Clean and sanitize walls								



# Back of House

MON

TUE

WED

THU

FRI

SAT

SUN

**Last Completed**  
weekly and monthly task visibility

## Daily

Wipe down walls								
Brush, scour, and clean grill								
Clean griddle, range, flattop, and fryer								
Clean and sanitize any meat and cheese slicers								
Change any foil lining on ranges, grills, and flattops								
Wipe down other appliances like coffee makers, toasters, and microwaves								
Clean and sanitize all prep surface areas, including cutting boards								
Clean and soak all beverage dispenser heads at soda stations								
Run all utensils, flatware, smallware, and glassware through the dishwasher								
Clean and sanitize all sinks								
Wipe down surfaces of ice machine								
Launder rags, towels, aprons, chef coats, and uniforms								
Refill any soap or hand sanitizer dispensers								
Sweep and mop all floors, including walk-ins refrigerators and storage areas								
Take out trash and recycling								
Clean and sanitize down recycling bins								
Empty and clean grease traps								

## Weekly

Clean ovens								
Delime faucet heads and sinks								
Boil out deep fryer								
Use drain cleaner on floor drains								
Clean and sanitize walk-in refrigerators and storage areas								
Clean anti-fatigue mats								

## Monthly

Clean behind oven, stoves, and fryers (the hotline)								
Run cleaning and sanitizing chemicals through coffee and espresso machine								
Burn, clean, and sanitize ice machines								
Empty, clean, and sanitize freezers								
Clean refrigerator coils								
Clean and sanitize walls and ceiling								
Clean vent hoods								
Replace or discard any pest traps								

