Nightly Clean Down List

INITIALS	JOBS	CHECKED BY
	Clean toilet area and mop the floor	
	Clean the front of all the cupboards	
	Wipe door handles and touch points	
	Clean blenders and trays	
	Clean all signs in the kitchen (COSHH, allergens, fridge storage)	
	Clean the knife rack	
	Clean the fire extinguisher stand	
	Clean glass doors by hand sink	
	Clean bins inside and out	
	Clean the hot hold – front, sides, and all glass	
	Clean the cake mixer (if used)	
	Clean the toaster	
	Clean staff drinks shelf	
	Clean inside and outside of fridges and freezers (Touch points)	
	Organise all shelves and replenish (rotate) stock on shelves	
	Check stock rotation and all items in fridge are stored correctly and lids are closed	
	Clean vegetable and bread boxes and check dates	
	Clean inside and outside of the microwaves and walls behind	
	Clean the oven top, front and sides, clean down the wall, pull out and sweep and mop	
	Clean the panini machine	

Manager Sign Off: _____ Date: _____

	Clean hand sink and wipe wall behind it	
	Clean the oven switches on the wall	
	Clean the overhead vents	
	Clean the plate shelves, middle island (including all legs), and white board	
	Clean all the surfaces	
	Clean shelves above and below kitchen porter area	
	Descale urns (if needed)	
	Clean D10 bottles	
	Make sure all uniform is hung up and neat	
	Pull out clothes rack and black box, sweep and mop behind	
	Check back store near toilet is clean, clear, and black box is shut	
	Clean out and turn off dishwasher, clean the outside	
	Clean and wipe down kitchen porter area and walls	
	Complete daily paperwork	
	Turn off all sockets	
	Sweep and mop the kitchen floor	
	Turn off lights	
	Lock up kitchen	

Manager Sign Off: _____ Date: _____

Weekly Clean Down List

INITIALS	DATE	CHECKED BY
	Remove vents and clean	
	Empty all fridges and freezers and clean	
	Remove all items off the metal shelving and clean	
	Stock take	
	Empty the 3 upper cupboards and clean	
	Empty all lower cupboards and clean	
	Clean inside ovens and trays	
	Clean all door frames and doors	
	Clean glass in doors	
	Clean slats in back door	
	Wipe all walls	
	Move all workstations and clean behind and under them (sweep and mop)	
	Empty and clean wooden shelves above sink	
	Empty and clean hot hold	
	Check first aid kit	
	Clean COSHH area	
	Clean and descale of dishwasher	
	Sign off paperwork for the week	
	Clean the fire extinguisher stand	

Manager Sign Off: _____ Date: _____

Monthly Clean Down List

INITIALS	DATE	CHECKED BY
	Totally dismantle vent system and clean it	
	Empty both dry stores and clean	
	Move ovens and clean behind and underneath	
	Empty and replace the fly killer	

Manager Sign Off: _____ Date: _____

Every 3 Months

INITIALS	DATE	CHECKED BY
	Total clean down	

Manager Sign Off: _____ Date: _____