

Daily Kitchen Cleaning Checklist

Complete one sheet per shift. Tick when done and add your initials.

Date		Shift	
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Completed by		Checked by	
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Task	Done	Initials	Time
Opening			
Wash hands and put on clean uniform and apron			
Check work surfaces and equipment are clean and ready for use			
Sanitise food contact surfaces before starting prep			
Check handwash basin has soap, paper towels and hot water			
Check cleaning chemicals and sanitiser are in stock			
Check bins are empty, lined and lidded			
During service			
Clean as you go: wipe up spills straight away			
Sanitise chopping boards and utensils between raw and ready-to-eat food			
Change cloths and wipes when dirty			
Empty bins before they overflow			
Keep floors clear and dry			
Clean and sanitise probe thermometer between uses			
Closing			
Clear and clean all work surfaces			
Wash, sanitise and store chopping boards and knives			
Clean cooking equipment (hob, grill, fryer, oven as scheduled)			
Clean and sanitise sinks and taps			
Sweep and mop floors, including under and behind equipment where possible			
Empty and clean bins, replace liners			
Wash and store cloths and mop heads correctly			
Check no food is left out and doors and windows are secure			
Other tasks added by this business			

Manager sign-off	
Comments / actions	