

Daily Equipment Cleaning Schedule

Task List

Date:

Item to Clean	How Often	How to Clean	Appropriate Cleanser	Person Responsible	Initial When Complete
Floors	Once per shift/as needed	Mop spills; sweep, mop, scrub	Warm, soapy water, 200ppm sanitizer		
Compartment Sink	Daily	Clean interior, exterior and backsplash	Warm, soapy water, 200ppm sanitizer		
Hand Sink	Daily	Clean interior, exterior and backsplash	Warm, soapy water, 200ppm sanitizer		
Food Carts	Daily	Wipe spills; clean all shelves and racks	Warm, soapy water, 200ppm sanitizer		
Sneeze guards	Once per shift	Wipe splashes and smudges; clean all surfaces	Warm, soapy water, 200ppm sanitizer; glass cleaner		
Work Tables	Daily	Clean surfaces, including legs and shelves	Warm, soapy water, 200ppm sanitizer		
Kitchen walls	Daily	Spot clean; wipe generally dirty areas	Warm, soapy water, 200ppm sanitizer		
Food Scales	After every use	Clean weighing tray and any exposed surfaces	Warm, soapy water, 200ppm sanitizer		
Reach-in Coolers	Daily	Wipe spills; clean exterior, doors and gaskets	Warm, soapy water, 200ppm sanitizer		
Walk-in Coolers	Daily	Wipe spills; clean doors and gaskets; sweep and scrub floors	Warm, soapy water, 200ppm sanitizer; freezer-safe cleanser		
Steam Tables	Once per shift	Drain water; clean wells; clean outside surfaces	Warm, soapy water, 200ppm sanitizer		
Steamer	Daily	Wipe spills; clean interior racks; clean outside surfaces	Warm, soapy water, 200ppm sanitizer		
Coffee and Tea Equipment	Daily	Wipe spills; disassemble and clean all spray heats and spouts	Warm, soapy water, 200ppm sanitizer		
Beverage Dispenser	Daily	Wipe spills; clean drain tray; disassemble and clean spouts	Warm, soapy water, 200ppm sanitizer		
Ice cream Machine	Daily	Wipe spills; disassemble and clean all interior surfaces and spouts	Warm, soapy water, 200ppm sanitizer		
Ice Machine	Daily	Clean doors, gaskets and exterior	Warm, soapy water, 200ppm sanitizer		
Microwave	Once per shift	Wipe spills; clean interior; clean fan shield and tray	Warm, soapy water, 200ppm sanitizer		
Range	Daily	Wipe spills; clean surfaces	Warm, soapy water, 200ppm sanitizer		
Ovens	Daily	Wipe spills; clean interior	Warm, soapy water, 200ppm sanitizer		
Griddle, Grill, Broiler	Once per shift	Clean and brush surfaces, grease tray and backsplash	Warm, soapy water, 200ppm sanitizer		
Heated Cabinets	Daily	Wipe spills; clean interior racks and exterior surfaces	Warm, soapy water, 200ppm sanitizer		
Mixers, Slicers and Food Processors	After every use	Disassemble and clean all parts and surfaces	Warm, soapy water, 200ppm sanitizer		
Can openers	Once per shift	Clean and sanitize	Warm, soapy water, 200ppm sanitizer		