



# Restaurant and Cafe Cleaning Checklist

Remember to always use appropriate PPE when cleaning!

## THE FRONT HOUSE CHECKLIST

- Clean the entry of the restaurant, sweep and mop the floor
- Clean the door mats
- Clean the door, door knob and door track and wipe off any stains and spots on the glass surface.
- Dust and clean the booths, tables and chairs
- Spot clean any stains and pick up any debris
- Clean the counters and wipe off any stains and spots
- Clean the counter walls
- Clean the host/ cashier section, keep it neat and organized
- Restock the host/cashier section with needed items
- Dust the liquor shelves and organize the bottles
- Clean the trash bins, replace liners
- Reset the trash bins at strategic points
- Wipe and clean the outside of the refrigerated displays and keep them organized
- Vacuum the carpets and lift off the debris and dust
- Wash and clean the customers' restrooms
- Clean and disinfect the toilet
- Wipe and clean the mirrors
- Wipe and clean the door and door knobs
- Restock the washroom utilities
- Clean the air vents
- Use a deodorizer
- Dust and clean all the lights, light switches, fixtures and décor
- Clean the air vents
- Wash and clean the windows, window sills and window tracks
- Dust off any planter
- Dust and clean all shelves
- Clean the menu cards, wipe any spills and stains
- Keep the cutlery drawers organized and restock cutlery

- Keep the linen drawer organized and restock fresh linen
- Keep the glass and china organized and restock clean china

## THE RESTAURANT KITCHEN AND BACKHOUSE CHECKLIST

- Clean the each and every frequently used kitchen equipment after single use (blender, juicer, meat slicer, kettle, toaster, holding oven, waffle, grill etc.)
- Clean the microwave oven and the freezer at the end of the day
- Clear the sink and clean off any debris
- Unclog the drain, clean and sanitize the sink after the day
- Clean the refrigeration unit, meat drawer, ice machine, steam table, cutting boards and every working space daily after a shift
- Clean the dishwasher and the dish area
- Clean and empty the laundry machine
- Clear the working space after the day
- Wipe and clean the walls
- Empty garbage cans sanitize and replace liners
- Mop and clean the floor
- Clean and sanitize the employee restrooms
- Empty the trash bin, ashtrays and replace liners
- Restock the utilities
- Clean the light and light switches
- Mop and clean the floor
- Clean the door and door knobs

## CAFÉ DAILY CLEANING CHECKLIST

- Clean and clear the entrance from any clutter
- Dust any planters
- Wipe and clean the door, door knob and the glass surface
- Wipe and clean the windows, window ledges and glass panes
- Dust the blinds
- Air and dust the door mats
- Wipe and clean the tables and chairs
- Wipe and clean the counter tops, counter walls
- Vacuum clean the carpet to pick up any debris, crusts and crumbs
- Spot clean the carpet for any spills
- Dust the glass stand and keep the glasses in line
- Wipe and clean the cappuccino machine, coffee machine and pop fountain
- Dust and wipe the liquor cabinet before arranging the bottles
- Restock the machines
- Check linen drawer and restock
- Check the cereals and shelves, reorganize and restock
- Clean the outside of the milk machine and juicer, wipe the spills and drips
- Organize the server fridge

- Restock the window counter if any
- Wipe and clean any signs and banners
- Clean the lights, switches, fixtures and décor
- Mop and clean floor and entrance

We hope you find the checklist helpful.

Warm Regards,

Impressive Cleaning Solutions Team

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