Daily Restaurant Checklist

perandio



Daily Cleaning Checklist Opening

MANAGER:	DATE:

TASK	DONE	
Turn on all of the lights		
Set up ingredients		
Set up all of the furniture (indoors and outdoors)		
Sweep floor		
Dust and wipe tables		
Set up food prep. machinery		
Set up counter		
Brief staff		
NOTES		



Daily Cleaning Checklist Serving

MANAGER:	DATE:	

TASK	DONE	
Move used dishware to the kitchen		
Wipe tables		
Sweep and mop floor		
Restock empty ingredients		
Restock beverages		
Clean windows		
Wipe down food prep machinery		
Dust and wipe counter		
NOTES		



Daily Cleaning Checklist Closing

MANAGER:	DATE:

TASK	DONE	
Restock ingredients and beverages		
Clean kitchen area		
Empty and clean refrigerators and freezers		
Wash dishes and glassware		
Place furniture back		
Sweep and mop floor		
Debrief staff		
Turn off all lights		
NOTES		