



Cleaning (Back of House)



operandio.com

The #1 Operations Management Platform

The template provided here has been created as a general guide by Operandio and may need to be adapted to cover all regulatory requirements for your business.

We recommend consulting your local food safety authority for clarification and assistance with your specific record-keeping requirements.

Cleaning (Back of House) - Daily Tasks



Record your daily cleaning tasks below, and add your own in the empty rows if required. Clearly initial the box on the day the task is completed.

Month:

Shift:

Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Daily tasks																															
Sweep & mop floors																															
Clean & sanitize food prep surfaces																															
Empty and sanitize trash bins																															
Wash and sanitize all cooking utensils, pots, and pans																															
Wipe down and sanitize handles, knobs, and light switches																															

Checked by:

Signature:

Date:

Cleaning (Back of House) - Weekly Tasks



Record your weekly cleaning tasks below, and add your own in the empty rows if required. Clearly initial the box on the day the task is completed.

Month:

Shift:

Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Weekly tasks																																		
Clean and sanitize the inside of refrigerators and freezers																																		
Degrease and clean the stove, oven, and range hood filters																																		
Organize and clean food storage areas																																		
Wash walls and backsplashes																																		
Inspect and clean floor drains																																		

Checked by:

Signature:

Date:

Cleaning (Back of House) - Monthly Tasks



Record your monthly cleaning tasks below, and add your own in the empty rows if required. Clearly initial the box on the day the task is completed.

Month:

Shift:

Task	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Monthly tasks																															
Conduct a deep clean of any walk-in freezers																															
Clean behind and underneath refrigerators and ovens																															
Polish and descale faucets and sinks																															
Check and clean air vents and ducts																															
Inspect and clean grease traps																															

Checked by:

Signature:

Date: