



## Cleaning (Front 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 (Front 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
<b>Daily tasks</b>																															
Sweep, vacuum and mop floors																															
Clean and sanitize all tables, chairs, and high-touch surfaces																															
Clean and sanitize bain maries, hot wells and cold wells																															
Clean and polish all glass surfaces																															
Clean and restock restrooms																															

Checked by:

Signature:

Date:

# Cleaning (Front 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
<b>Weekly tasks</b>																															
Clean light fixtures, ceiling fans, and vents																															
Wash and sanitize menus or replace as needed																															
Deep clean beverage stations																															
Organize and clean storage areas for silverware and napkins																															
Clean outdoor alfresco areas																															

Checked by:

Signature:

Date:

# Cleaning (Front 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
<b>Monthly tasks</b>																															
Wipe down walls and doors																															
Polish and clean wooden or metal fixtures																															
Deep clean and sanitize POS systems																															
Steam clean any upholstered furniture																															
Inspect and maintain decorative artwork or plants																															

Checked by:

Signature:

Date: