



# Restaurant Cleaning Procedures Checklist



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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 and industry authorities for clarification and assistance with your specific record-keeping requirements.

# Restaurant Cleaning Procedure Checklist - Gathering Supplies



Completed By:

Signature:

Date:

Done	Supplies	Comments
	Cleaning Chemicals	
	Disinfectants	
	Scrub Brushes	
	Microfibre cloths	
	Buckets and Mops	
	Gloves	
	Safety Equipment	

Notes

# Restaurant Cleaning Procedure Checklist - Preparation



Completed By:

Signature:

Date:

Done	Task	Comments
	Clear the restaurant	
	Remove debris, rubbish or leftover food from tables and floors	
	Wash and store dishes	
	Staff are trained on identifying and reporting signs of pest activity	

## Notes

# Restaurant Cleaning Procedure Checklist - Cleaning Dining Areas



Completed By:

Signature:

Date:

Done	Task	Comments
	Wipe down and sanitise tables, chairs, and high chairs	
	Clean and polish any glass surfaces	
	Sweep and mop the floors	

Notes

# Restaurant Cleaning Procedure Checklist - Kitchen Cleaning



Completed By:

Signature:

Date:

Done	Task	Comments
	Wash and sanitise all food preparation surfaces	
	Clean kitchen equipment	
	Sanitise utensils, pots, and pans	
	Empty and clean grease traps	

Notes

# Restaurant Cleaning Procedure Checklist - Dishwashing Area



Completed By:

Signature:

Date:

Done	Task	Comments
	Clean and sanitise the dishwasher, ensuring it functions correctly	
	Wash and sanitise sinks and drainage areas	
	Replace dishwashing sponges and towels regularly	

Notes

# Restaurant Cleaning Procedure Checklist - Restrooms



Completed By:

Signature:

Date:

Done	Task	Comments
	Clean and sanitise all surfaces	
	Refill soap dispensers, hand towels, and toilet paper	
	Sweep and mop floors	
	Empty rubbish bins	

Notes

# Restaurant Cleaning Procedure Checklist - Bar area



Completed By:

Signature:

Date:

Done	Task	Comments
	Clean and sanitise bar tops	
	Wash and sanitise glassware, shakers, and other bar tools	
	Ensure the bar area is free of spills and clutter	

Notes



# Restaurant Cleaning Procedure Checklist - Storage areas



Completed By:

Signature:

Date:

Done	Task	Comments
	Organise and clean storage spaces	
	Discard expired items and rotate stock as needed	

Notes