

Daily & weekly cleaning schedule

Free daily and weekly cleaning schedule template for kitchens and bars. Printable PDF and Excel, with tasks by area, frequency, method and initials for each day.

VENUE / SITE

WEEK COMMENCING

MANAGER SIGN-OFF

Task and method What to clean, and how	Freq D / W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
KITCHEN – FOOD CONTACT SURFACES								
Prep benches: clear, wash with detergent, sanitise, leave for the label contact time – after every task and at close								
Chopping boards: wash in hot soapy water, sanitise, air dry upright – between uses and at close								
Knives and small tools: wash, sanitise, dry – after every use								
Slicer, mandolin, mixer: strip down, wash, sanitise, air dry, reassemble guarded – after each use								
Probe thermometer: wipe with a sanitiser wipe before and after every reading								
Blast chiller and cooling racks: wipe and sanitise – daily								
KITCHEN – EQUIPMENT AND STRUCTURE								
Ranges, grills and salamander: degrease and wipe down – daily at close								
Fryers: skim during service, filter or change oil, wipe housing – daily								
Combi and ovens: run the cleaning cycle or degrease, clean seals and trays – daily								
Microwave: inside and out, including the door seal – daily								
Fridge and freezer handles, seals and interiors: wipe, sanitise, check for spills – daily								
Sinks and taps: descale, sanitise, clear the strainer – daily								
Hand wash basin: sanitise, restock soap and paper – daily and during service								
Canopy filters: remove and run through the dishwasher or soak – weekly								
Walls and splashbacks behind the line: degrease – weekly								
Under and behind all mobile equipment: pull out, sweep, mop, sanitise – weekly								
WASTE, FLOORS AND DELIVERY AREA								
Internal bins: emptied, liner changed, lid and body wiped – daily								

Task and method What to clean, and how	Freq D / W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
External bin store: swept, lids closed, no bags on the ground – daily								
Kitchen floor: sweep, mop with detergent, dry – daily at close								
Floor drains and gullies: lift, clear, flush and sanitise – weekly								
Delivery and goods-in area: swept and clear of packaging – daily								
Mops, buckets and cloths: washed, sanitised and stored dry, not in dirty water – daily								
BAR AND FRONT OF HOUSE								
Bar top, drip trays and speed rails: wash and sanitise – daily								
Ice machine scoop and bin: emptied, cleaned and sanitised – daily and weekly deep wipe								
Post-mix nozzles and guns: soak and brush – daily								
Glasswasher: strain, clean jets, wipe seals, leave open – daily								
Coffee machine: backflush group heads, clean steam wand, soak baskets, clean grinder hopper – daily								
Tables, chairs, high chairs and menus: wipe and sanitise – daily								
Toilets: full clean, restock, and check on the interval set in your service checklist – daily plus interval checks								
Front of house floor: swept and mopped – daily								
STAFF AREAS								
Staff room surfaces, table and microwave: wipe and sanitise – daily								
Staff fridge: cleared of out-of-date food, wiped, sanitised – weekly								
Changing area and lockers: swept, wiped, no food stored – weekly								

Initial each task on the day it is done. A single tick with no name or date is not a cleaning record.

Follow the dilution and contact time on the chemical label – sanitiser wiped off straight away has not sanitised anything.

Ladders, stripped-down equipment and contractor work belong on the deep clean schedule, not on this sheet.