

Deep clean schedule

Free deep clean schedule template for hospitality. Printable PDF and Excel covering monthly, quarterly and annual tasks, contractor jobs, dates done and next due.

VENUE / SITE

YEAR

RESPONSIBLE MANAGER

Deep clean task	Freq M / Q / A	Last done Date	By whom	Next due Date
MONTHLY – IN-HOUSE				
Walk-in chill and freezer: fully emptied, shelving out, walls, floor and ceiling cleaned, seals checked				
Fridge and freezer condenser coils vacuumed and fans wiped				
Behind and under the cooking line: equipment pulled out, floor and wall degreased				
Extraction canopy: internal baffles and plenum degreased as far as safely reachable				
Dry store: emptied shelf by shelf, wiped, stock rotated and dated, pest check				
Ice machine: descaled and sanitised per the manufacturer's instructions				
Coffee machine: full descale and deep clean of group heads and grinder				
Glasswasher and dishwasher: descaled, jets and wash arms stripped and cleared				
Bin store: pressure washed and disinfected				
High-level surfaces: pipework, shelf tops, light fittings and ledges dusted and wiped				
QUARTERLY – IN-HOUSE OR CONTRACTOR				
Floor: deep scrubbed and re-sealed where applicable, grout cleaned				
Floor drains and gullies: lifted, rodded and disinfected				
Walls and ceilings in the kitchen: washed down in full				
Ovens and combis: fully stripped, seals and door glass cleaned, trays descaled				
Fryers: boiled out and fully stripped				
Cellar: floor scrubbed, lines and couplers deep cleaned, kegs and racking moved and cleaned				
Upholstery and soft furnishings: cleaned				
Window and external signage clean				
Staff lockers and changing area: emptied and deep cleaned				
CONTRACTOR – RECORD THE CERTIFICATE				
Extraction ductwork deep clean to standard – certificate required				
Kitchen fire suppression system service – certificate required				
Grease trap emptied and serviced				
Pest control visit and report				
Waste and grease collection – licensed carrier documentation				

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Carpet and hard floor specialist clean				
Air conditioning service and filter clean				
Water system and tank check where applicable				
External high-level and gutter clean				
ANNUAL REVIEW				
Deep clean schedule reviewed against actual frequency achieved				
Chemical list and safety data sheets reviewed and current				
Equipment condition review – what needs replacing rather than cleaning				
Contractor contracts and certificates all in date and filed				

Fill in the next-due date the moment a job is completed – an undated deep clean list is the reason jobs slip a year.

Frequencies shown are common practice, not a legal schedule. Set your own from your risk assessment and your contractor's advice.

Keep contractor certificates filed against the row. After an incident, an insurer asks for the certificate, not the checklist.