

WEEKLY DEEP CLEANING CHECKLIST



Each team member is assigned at least one deep-cleaning task per week by a lead. Once complete, team members should initial next to their assigned task. Shift leads are responsible for reviewing and signing off.

FRONT OF HOUSE	ASSIGNED TEAM MEMBER	TM INITIAL	LEAD SIGN OFF
Clean table bases and legs (lobby and patio)			
Gum check under lobby tables			
Wipe down all windows			
Dust all lobby art			
Wash and wipe inside and outside of all lobby trash cans			
Wipe down all lobby baseboards			
Dust ledges on front windows (inside & outside)			
Clean entrance door threshold and door jamb			
High dust ceiling fixtures/lights in FOH– replace burnt out bulbs			
Wipe down POS station and terminal			
Dust all cables at terminal and POS printer			
Wipe down menus and walls			
Deep clean utensil holder and shakers			
Pull everything out from POS cabinets. Clean and organize station			
Clean deli case glass			
Pull bottles from each rack on deli case and wipe shelf			
Turn deli case unit off and dust fans			

BATHROOM	ASSIGNED TEAM MEMBER	TM INITIAL	LEAD SIGN OFF
Dust all framing surrounding mirrors and bulbs			
Wipe down sink pipes and heat guard			
Clean trash can inside and outside			
Wipe down handicap rail, liner trash and all paper towel holders			
Wipe down bathroom baseboards and corners			
Dust wall art, lights and vents			
Deep clean toilet base			
Clean bathroom door and walls			

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BACK OF HOUSE	ASSIGNED TM	TM INITIAL	LEAD SIGN OFF
Clean and polish 3 compartment sink and prep sink pipes as well as bottom of sinks			
Wipe down dish sprayer line and sprayer head			
Scrub and clean knife rack			
Deep clean all cutting boards			
Deep clean the gaskets of all production stations			
Deep clean gaskets of all refrigeration units in BOH			
Pull all cooler/freezer storage units forward to sweep and mop underneath			
Dust back of all refrigeration units and fans			
Wipe down BOH dry storage shelving units			
Pull all BOH dry storage shelves forward and clean walls			
Clean dustpans, brooms and mops			
Deep clean buildup inside all printers and wipe down all cables			
Wash and clean cup & lid holders or organizers			
Wipe down and clean ceiling splatter on all stations			
Run cleaning cycle on ice machine and deep clean inside with sanitized rag			
Scrub and wash sanitizer build up off all dish racks			
Scrub and clean all handwashing sinks			
Scrub sanitizer buckets, wet floor signs and mop bucket			
Deep clean the mop sink			
High dust ceiling fixtures/lights/vents in BOH and production areas			
Scrub, wash, sanitize all trash cans			
Deep clean all juicer pitchers and strainers			
Deep clean all blender handles and bottoms			
Wipe down all storage shelves in fridges and freezer			