



Monthly Deep Kitchen Cleaning Schedule

General Cleaning & Sanitation

Focus on overall hygiene and surface disinfection. Essential for preventing foodborne illnesses and maintaining a professional environment.

Pre-Cleaning Assessment Notes

Write something...

Areas requiring special attention (check all that apply)

- ☐ Countertops
- ☐ Sinks
- ☐ Backsplash
- ☐ Cutting Boards
- ☐ Floor Drains
- ☐ Walls (near cooking surfaces)

Concentration of cleaning solution used (%), verify against SDS

Enter a number...

Describe any unusual odors detected and actions taken

Write something...

Type of disinfectant used (per SOP)

☐ Option A

☐ Option B

☐ Option C

Contact time of disinfectant (minutes)

Enter a number...

Record any spills or incidents during cleaning, with details and corrective actions

Write something...

Date of last pest control service

Enter date...

Overall cleanliness rating (1-5, 5 being excellent)

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Oven & Range Cleaning

Thoroughly clean oven interiors, burners, and surrounding areas to remove baked-on grease and food residue. Prioritize high-heat areas.

Pre-Cleaning Notes (e.g., visible grease build-up, burnt food residue)

Write something...

Oven Temperature Calibration (in °F)

Enter a number...

Record of Cleaning Solution Used (Brand and type)

Write something...

Areas Cleaned (Check all that apply)

- ☐ Oven Interior
- ☐ Oven Door (Inside & Out)
- ☐ Oven Door Seal
- ☐ Range Top Burners
- ☐ Range Hood Filters
- ☐ Backsplash
- ☐ Control Panel

Notes on stubborn residue or unusual findings

Write something...

Date of Cleaning

Enter date...

Time of Cleaning

Signature of Person Performing Cleaning

Refrigerator & Freezer Maintenance

Defrost (if needed), clean interior and exterior, check seals, and organize contents to maximize efficiency and prevent spoilage.

Date of Last Defrost (if applicable)

Enter date...

Notes on Defrosting Process (if applicable)

Write something...

Refrigerator Internal Temperature (°C/°F)

Enter a number...

Freezer Internal Temperature (°C/°F)

Enter a number...

Condition of Door Seals (Refrigerator)

- ☐ Excellent - No gaps or damage
- ☐ Good - Minor wear, no significant gaps
- ☐ Fair - Noticeable gaps or minor damage
- ☐ Poor - Significant gaps or damage – Needs Repair

Condition of Door Seals (Freezer)

- ☐ Excellent - No gaps or damage
- ☐ Good - Minor wear, no significant gaps
- ☐ Fair - Noticeable gaps or minor damage
- ☐ Poor - Significant gaps or damage – Needs Repair


Inventory Check & FIFO Rotation Notes

Write something...

Areas Cleaned (Check all that apply)

- ☐ Interior Walls
- ☐ Exterior Surfaces
- ☐ Shelves
- ☐ Door Handles
- ☐ Drain Pan

Photo of Refrigerator Interior (for reference)

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Dishwashing Area

Deep clean dishwasher, sinks, and surrounding areas. Address any potential blockages or malfunctions.

Dishwasher Interior Cleaning - Describe process followed (including chemicals used & rinse cycles)

Write something...

Dishwasher Water Temperature (Celsius)

Enter a number...

Dishwasher Detergent Type

- ☐ Powder
- ☐ Liquid
- ☐ Tablet
- ☐ Gel

Dishwasher Rinse Aid Level

Enter a number...

Describe condition of spray arms (e.g., blockages, wear)

Write something...

Sink Drain Condition

- ☐ Clear
- ☐ Slow
- ☐ Blocked

Last time sink drain was professionally cleared (if applicable)

Enter date...

Notes on any unusual noises or functionality issues related to the dishwashing area.

Write something...

Ventilation & Grease Traps

Clean exhaust hoods, filters, and grease traps to ensure proper ventilation and prevent fire hazards.

Hood Filter Inspection Frequency (Days)

Enter a number...

Hood Filter Cleaning Frequency (Days)

Enter a number...

Hood Cleaning Log Notes

Write something...

Grease Trap Level (Approximate)

- ☐ Empty
- ☐ 1/4 Full
- ☐ 1/2 Full
- ☐ 3/4 Full
- ☐ Full

Last Grease Trap Pumping Date

Enter date...

Grease Trap Observation Notes

Write something...

Exhaust Fan Operation

- ☐ Working Correctly
- ☐ Not Working
- ☐ Noisy

Floors & Walls

Deep clean floors (including grout) and walls. Address any stains or damage.

Describe the flooring type (tile, vinyl, epoxy, etc.)

Write something...

What cleaning methods were used?

- ☐ Sweep
- ☐ Mop (with appropriate cleaner)
- ☐ Scrubbing Machine
- ☐ Steam Cleaning
- ☐ Grout Cleaning (if applicable)

Quantity of cleaning solution used (gallons/liters)

Enter a number...

Note any stains or damage observed on floors/walls (e.g., cracks, chipped paint)

Write something...

Wall Cleaning Method

- ☐ Wipe Down (general)
- ☐ Pressure Washing
- ☐ Specialized Cleaner (specify)

Upload photos of cleaned floors and walls (before/after)

 Upload File

Date of Floor & Wall Cleaning

Enter date...

Small Appliances

Clean all small appliances (e.g., blenders, toasters, coffee machines) thoroughly, following manufacturer instructions.

Blender Cleaning Notes

Write something...

Toaster/Convection Oven Cleaning Notes

Write something...

Coffee Machine Descaling Notes (Date of last descaling)

Write something...

Microwave Plate Cleaning Frequency (cycles)

Enter a number...

Appliances Cleaned (Check all that apply)

- ☐ Blender
- ☐ Toaster/Convection Oven
- ☐ Coffee Machine
- ☐ Microwave
- ☐ Mixer
- ☐ Food Processor
- ☐ Other (Specify in Long Text)

Date of last deep clean

Enter date...

Pantry & Storage Areas

Organize and clean pantry shelves, storage rooms, and dry goods areas to prevent pest infestations and maintain food safety.

General Cleaning Notes

Write something...

Shelf Temperature (degrees F)

Enter a number...

Pest Control Status

- ☐ No Issues
- ☐ Minor Infestation - Treated
- ☐ Significant Infestation - Report to Manager

Foods Needing Rotation/Discarding (check all that apply)

- ☐ Canned Goods - Expired
- ☐ Dry Pasta/Grains - Weevils Present
- ☐ Spices - Stale/Expired
- ☐ Produce - Spoiled
- ☐ None

Detailed Rotation Notes

Write something...

Dry Goods Container Integrity

- ☐ All Containers Intact
- ☐ Minor Damage - No Spillage Risk
- ☐ Significant Damage - Replace Container

Last Pest Control Service Date

Enter date...

Any unusual observations?

Write something...

Waste Management

Clean and sanitize waste bins, disposal units, and recycling areas to control odors and prevent pest attraction.

Number of Waste Bins Cleaned

Enter a number...

Notes on Waste Bin Condition (e.g., Damage, Odor)

Write something...

Waste Streams Cleaned (Select all that apply)

- ☐ General Waste
- ☐ Recycling
- ☐ Compost
- ☐ Grease/Oil
- ☐ Cardboard

Date of Last Grease Trap Service

Enter date...

Any unusual observations during waste management (e.g., pest sightings, spillages)

Write something...

Amount of Grease/Oil Collected (in Liters/Gallons)

Enter a number...

Equipment Calibration & Inspection

Check and calibrate thermometers, scales, and other critical equipment to ensure accuracy and compliance.

Last Thermometer Calibration Date

Enter date...

Thermometer Reading (Verification)

Enter a number...

Scale Reading (Verification - known weight)

Enter a number...

Scale Type

- ☐ Digital
- ☐ Mechanical
- ☐ Other

Notes on Calibration/Inspection (Discrepancies, Repairs)

Write something...

Equipment Functioning Normally?

- ☐ Yes
- ☐ No

Calibration Certificate (If Applicable)

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Time of Calibration/Inspection