



Restaurant Kitchen Opening & Closing Sanitation Audit 2026 Checklist

Pre-Shift Station Readiness & Setup

Verification of all workstation preparation, including sanitization of surfaces, availability of clean utensils, and mise en place readiness.

Inspection Date

Shift Start Time

Completed Prep Tasks

- ☐ Sanitized Work Surfaces
- ☐ Clean Cutting Boards Available
- ☐ Sanitizer Buckets Refilled
- ☐ Utensils & Smallwares Ready

Number of Stations Inspected

Missing Items or Discrepancies

Write something...

Supervisor Verification

Equipment Power-On & Functionality Check

Inspection of ovens, fryers, grills, and refrigeration units to ensure proper temperature settings and operational safety.

Inspection Date

Enter date...

Oven & Range Temperature Verification

- ☐ Operational & Within Range
- ☐ Malfunctioning/Requires Maintenance
- ☐ Not Applicable

Refrigeration & Freezer Unit Status

- ☐ All Units Functional
- ☐ Unit Temperature Alert Detected
- ☐ Seal/Gasket Issue Identified

Fryer Oil Temperature (°C/°F)

Enter a number...

Equipment Power-Down Checklist

- ☐ Grills Turned Off
- ☐ Deep Fryers Switched to Standby
- ☐ Dishwasher Cycle Completed
- ☐ Warmers/Bain Maries Deactivated

Maintenance Notes & Observations

Write something...

Kitchen Supervisor Approval

Food Safety & Temperature Calibration

Monitoring and logging internal temperatures of high-risk ingredients and verifying the calibration of probe thermometers.

Audit Date

Enter date...

Inspection Time

Enter time...

Refrigerator Temperature (°C/°F)

Enter a number...

Freezer Temperature (°C/°F)

Enter a number...

Thermometer Calibration Status

- ☐ Calibrated & Accurate
- ☐ Requires Recalibration
- ☐ Failed Calibration

High-Risk Items Checked

- ☐ Dairy & Cream Products
- ☐ Raw Meats & Poultry
- ☐ Cooked Seafood
- ☐ Prepared Salads/Deli Items
- ☐ Eggs & Egg-based Sauces

Corrective Actions Taken

Write something...

Auditor Signature

Handwashing & Hygiene Compliance

Audit of handwashing station supplies, soap, paper towels, and staff adherence to glove and sanitization protocols.

Inspection Date

Audit Completion Time

Handwashing Station Supplies Check

- ☐ Liquid Soap Available
- ☐ Paper Towels Restocked
- ☐ Sanitizer Buckets Prepared
- ☐ Single-use Gloves Available

Staff Hand Hygiene Compliance Level

- ☐ Full Compliance
- ☐ Minor Non-Compliance
- ☐ Critical Violation

Corrective Actions Taken

Write something...

Supervisor Verification

Sanitization of High-Touch Surfaces

Deep cleaning and disinfection of prep tables, cutting boards, handles, and frequently touched kitchen hardware.

Surfaces Sanitized

- ☐ Prep Tables & Countertops
- ☐ Knife Handles & Utensils
- ☐ Refrigerator Handles & Gaskets
- ☐ Stove/Range Knobs
- ☐ Sink Faucets & Handles

Sanitizer Concentration Level

- ☐ Optimal (Within PPM range)
- ☐ Low Concentration (Needs Refresh)
- ☐ High Concentration (Too Strong)

Photo Evidence of Sanitized Area

 Upload File

Supervisor Verification

Closing Cleaning & Degreasing Procedures

End-of-shift cleaning of stovetops, vent hoods, fryers, and floor drains to prevent grease buildup and pest attraction.

Equipment Cleaned & Degreased

- ☐ Deep Fryers
- ☐ Grills & Flat Tops
- ☐ Vent Hoods & Filters
- ☐ Stovetops/Ranges
- ☐ Salamanders/Broilers

Degreaser Residue Inspection Notes

Write something...

Cleaning Agent Used

- ☐ Heavy Duty Degreaser
- ☐ All-Purpose Sanitizer
- ☐ Sanitizing Spray

Inspection Date

Enter date...

Closing Supervisor Sign-off

Food Storage & Labeling Verification

Ensuring all prepared foods are properly covered, dated, and labeled using FIFO (First-In, First-Out) principles.

Inspection Date

Enter date...

Storage Area Inspected

- ☐ Walk-in Cooler
- ☐ Walk-in Freezer
- ☐ Dry Storage Pantry
- ☐ Prep Station Refrigeration

All Items Properly Labeled with Date?

- ☐ Yes
- ☐ No
- ☐ Partial - Corrections Made

FIFO (First-In, First-Out) Method Followed?

- ☐ Yes
- ☐ No

Discrepancies or Expired Items Found

Write something...

Kitchen Supervisor Sign-off

Waste Management & Bin Sanitization

Emptying of all trash, recycling, and compost bins, including the cleaning and disinfecting of the bins themselves.

Waste Bin Areas Cleaned

- ☐ Internal Kitchen Bins
- ☐ Staff Breakroom Bins
- ☐ External/Dumpster Area
- ☐ Recycling/Compost Bins

Bin Liner Replacement Status

- ☐ All bins relined
- ☐ Partial replacement
- ☐ Action required

Sanitization Agent Used

Write something...

Disposal Issues or Observations

Write something...

Sanitation Supervisor Approval

Floor & Drainage Sanitation

Final sweep, mop, and scrubbing of kitchen floors, including edge cleaning and floor drain disinfection.

Floor Cleaning Method Used

- ☐ Manual Mop & Bucket
- ☐ Auto-Scrubber Machine
- ☐ Pressure Wash

Areas Cleaned

- ☐ Prep Area Floors
- ☐ Cooking Line Floors
- ☐ Dish Pit Floor
- ☐ Storage/Walk-in Floors

Drain Sanitization Count

Enter a number...

Cleaning Agent Used

Write something...

Sanitation Supervisor Sign-off

Final Security & Utility Shutdown

Ensuring all gas valves, non-essential electrical appliances, and water taps are securely closed and locked before departure.

Utilities & Equipment Shutdown Checklist

- ☐ Gas valves secured
- ☐ All ovens and stovetops turned off
- ☐ Fryers switched to standby/off
- ☐ Non-essential electrical appliances unplugged
- ☐ All water taps and dishwashing units closed
- ☐ Ventilation/Hood system turned off

All Exit Doors & Windows Secured

- ☐ Confirmed Locked
- ☐ Needs Attention

Final Shutdown Completion Time

Enter time...

Closing Supervisor Signature

Incident Notes or Unresolved Issues

Write something...

< Previous

> Next

✓ Finish

 **Generate Sample Report**