


# Daily/Weekly Cleaning Chart

				Monday	Initial	Tuesday	Initial	Wednesday	Initial	Thursday	Initial	Friday	Initial	Saturday	Initial	Sunday	Initial
<b>Prep</b>	AM	Detail the Oven and Shaam		Detail and Organize All Shelves		Detail All Walls		Detail Mixer		Detail all bins and dry storage		Detail all Small Equipment		Detail Burner and Stove			
	PM																
<b>Dish</b>	AM	Power wash Dumpster Pad & Sidewalks/Detail All Floors in Bar Area		Detail All Floors in Lobby/Foyer		Detail Dishroom Walls		Detail all Floors in Restrooms and Hallways		Detail Floors in Front Dining Right Side		Detail All Floors in Front Dining Left Side		Detail All Floors Behind and Around Bar			
	PM	Clean & Organize all Shelves in Dish Room		Detail All Hand Sinks and Restock		Detail Mop Sink Area		Detail all drains in BOH		Clean FOH Trash Cans (inside and out)		Clean BOH Trash Cans (inside and out)		Detail Dish Machine			
<b>Food Runner</b>	AM											Detail All Shelves		Detail Potato Warmer/Shaaam			
	PM	Detail Reach-In Cooler for Expo		Detail Hot Well		Detail All Walls		Detail Microwave(s)		Detail the floors around your area		Detail Selling Window		Detail Reach-In Cooler for Apps			
<b>Fry</b>	AM											Detail Fry Breeding Station		Detail Fry Station Reach-In Cooler			
	PM	Detail Fryer 1		Detail App Freezer		Detail Fryer 2		Detail Exhaust Hood & Globe Lights		Detail Fryer 3 & Detail the floors		Detail Selling Window		Detail & Organize Walk In Freezer			
<b>Flat Top</b>	AM											Detail Flat Top Cooler		Detail Cold Well			
	PM	Break Down & Detail Flat Top		Detail Cheese Melter		Detail All Walls		Detail Exhaust Hood & Globe Lights		Detail the floor around your area		Detail Selling Window		Detail & Organize Walk-In Cooler			
<b>Broiler</b>	AM											Detail Broiler Coolers/Drawers		Detail Grill Cooler			
	PM	Break Down & Detail Grill 1		Break Down & Detail Grill 2		Detail All Walls		Detail Exhaust Hood & Globe Lights		Change out all pick holders		Detail Selling Window		Detail & Organize Meat Room			
<b>Pantry</b>	AM											Detail the pantry cooler below		Detail Bread Warmer			
	PM	Detail Ice Cream Freezer		Detail all Salad Shelves		Detail All Walls		Detail Butter Cooler		Detail the floors around area		Detail the pantry cooler above		Detail Bread Oven			
<b>Host</b>	AM											Detail all high chairs		Organize Host Stand			
	PM	Clean all Thresh holds/kick plates		High Dust all Lights, Neons and Artifacts		Detail all windows and Doors in Lobby		Give Manager all Old & Worn Menus		Detail Booster Seats		Sanitize all Peanut Buckets		Empty Peanut Barrel(s) and Wash			
<b>To Go</b>	AM																
	PM	Dust Emergency Exit Signs & Extinguishers		Detail and Organize All Shelves		Detail All Walls		Detail all Windows and Doors in Area		Detail Benches Inside & Outside		Organize To Go Area		Detail All Emergency Exit Doors			
<b>S/A</b>	AM																
	PM	Detail Partitions in Mens Restroom		Dust all Air Vents and Ceiling Fans		Detail All Walls in Server Alley Area		Detail all Chair Rungs in the Bar Area		Detail Ice Machine		Detail All Speakers & TVs		Detail Partitions in Ladies Room			
<b>Server</b>	AM											Dust All Window Ledges & Blinds/ Fill Salt Shakers		Wipe all table bases/Fill Pepper Shakers			
	PM	Refill all Ice Bins/ High Dust all Sections		Detail all Table Covers. Remove any Damaged Covers		Detail all Booths		Wipe all Chair Rungs		Empty all salt shakers and run through dish		Empty all Pepper Shakers and run through dish		Burn all ice wells, sanitize and refill			
<b>Bar</b>	AM											Clean & Sanitize Any Juice Coolers		Clean and Sanitize Keg Coolers Behind Bar (if applicable)			
	PM	Detail all Speed Racks and Liqour Bottles		Pull out all equipment and scrub behind it.		Clean, Sanitize, & Restock Mug Chiller(s)		Detail blender and spindles/ Soak all Pour Spouts in Hot Water		Stainless steel polish everything		Detail and organize the display cooler		Detail & Organize Beer Walk In Cooler			

This document is used every shift - please assign tasks accordingly.