

FREE PRINTABLE

Kitchen Cleaning Schedule

Post this where the closing crew can see it. Initial each daily task when it's done; tick and date the weekly and monthly ones. Clean food-contact surfaces in four steps: scrape, wash, rinse, sanitize, and check the sanitizer with test strips. Section numbers are from the 2026 FDA Food Code.

Restaurant

Week of

Manager

EVERY DAY

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Surfaces in use with TCS food: wash, rinse, and sanitize at least every 4 hours §4-602.11							
Prep tables and cutting boards: clean and sanitize between raw meat and ready-to-eat food, and at close §4-602.11							
Slicers, mixers, can openers: take apart, clean, and sanitize §4-602.11							
Grill, griddle, flat-top, oven racks: clean cooking surfaces at least every 24 hours §4-602.12							
Microwave: clean the inside and door seals at least every 24 hours §4-602.12							
Dish machine and three-compartment sink: drain and clean at least every 24 hours §4-501.14							
Iced tea dispensers, self-service tongs and scoops: clean at least every 24 hours §4-602.11							
Wet wiping cloths: launder; change sanitizer buckets when cloudy or dirty §4-802.11, §3-304.14							
Handwashing sinks: clean, and restock soap and paper towels §6-501.18, §6-301.11							
Restrooms: clean toilets, sinks, and floors; restock §6-501.18, §6-302.11							
Equipment outsides: wipe fridge handles, door gaskets, knobs, and fronts §4-602.13							
Trash cans: empty, reline, and clean any that are soiled §5-501.116							
Floors: sweep and mop after close; hang mops to dry; dump mop water only in the mop sink §6-501.12, §6-501.15, §6-501.16							

CLEANING A FOOD-CONTACT SURFACE

- ☐ **Scrape** off food and soil.
- ☐ **Wash** with detergent in water at 110°F or the temperature on the detergent label (§4-501.19).
- ☐ **Rinse** with clean water.
- ☐ **Sanitize** at the strength on the sanitizer label, checked with test strips: chlorine for at least 10 seconds, other chemical sanitizers for at least 30 seconds, or as the label says (§4-703.11). Hot water: 171°F for 30 seconds.
- ☐ **Air-dry.** Don't towel-dry (§4-901.11).

GOOD HABITS

- ☐ Test sanitizer with strips every time you mix a new batch (§4-501.116).
- ☐ Keep spray bottles and buckets labeled, and store chemicals below and away from food (§7-102.11, §7-201.11).
- ☐ Do big jobs like floors and walls when the least food is out, such as after closing (§6-501.12).
- ☐ Never mix chemicals, such as bleach with ammonia-based cleaners.
- ☐ Use one cloth color for food-contact surfaces and another for restrooms, and post the key.

EVERY WEEK

- ☐ Produce fogger reservoir, if you use one: drain, take apart, scrub, flush, and rinse with 50 ppm chlorine, at least weekly (§5-205.14).
- ☐ Hood filters: wash or swap so grease doesn't build up (§6-501.14).
- ☐ Behind and under the line: pull out equipment you can move and clean the floor and walls (§6-501.12).
- ☐ Walk-in and reach-in shelves: empty one section at a time, clean, and throw out anything past its date (§4-602.13, §3-501.18).
- ☐ Floor drains and the mop sink: scrub out.
- ☐ Trash cans and the dumpster area: wash the cans; sweep and hose the pad (§5-501.115, §5-501.116).
- ☐ Food thermometers: check calibration, for example in ice water (§4-502.11).

EVERY MONTH

- ☐ Ice machine: clean and sanitize the bin and inside, at least as often as its manual says (§4-602.11).
- ☐ Soda nozzles and lines, coffee grinders, and other enclosed equipment: clean on the manufacturer's schedule (§4-602.11).
- ☐ Dish machine: delime per its manual; check the data plate temperatures (§4-501.15).
- ☐ Ceilings, vents, and light shields over food and dish areas (§6-501.12, §6-501.14).
- ☐ Freezers: clean out, and defrost if ice is building up.
- ☐ Pest control: check traps and entry points; keep the service report (§6-501.111).
- ☐ Review this schedule with staff, and retrain anyone who misses steps.

ON THE SCHEDULE SOMEONE ELSE SETS

- ☐ Hood and exhaust duct cleaning by a professional: as your fire code requires.
- ☐ Grease trap or interceptor pumping: as your local wastewater rules require.
- ☐ Pest control service: as your contract and health department expect.

Where the Food Code says only "as often as necessary," the weekly and monthly placement here is our recommendation; busy kitchens may need to clean more often.

PROBLEMS FOUND

DATE	WHAT WE FOUND	FIX, WHO, AND BY WHEN	DONE

The Food Code is a model, not federal law: it applies once your state or local health department adopts it, often with changes, and local rules can be stricter. Confirm with your health department. Section numbers are from the FDA Food Code 2026. Explained in plain English at www.foodhandlergear.com/commercial-kitchen-cleaning-schedule.html. © 2026 FoodHandlerGear. Free to print and share. **Editable written procedures and illness policy: Food Safety Plan Kit, \$29, www.foodhandlergear.com/kit.**