



STREAMLINE YOUR CLEANING ROUTINE

THE ULTIMATE COMMERCIAL KITCHEN CLEANING CHECKLIST

Prepared by zogics.com



CLEANING SCHEDULE

► DAILY TASKS

To be completed at the end of each shift

- ☐ **Clean and sanitize all equipment**
After every use, clean and sanitize all cooking tools, utensils, and appliances to prevent cross-contamination.
- ☐ **Wipe down surfaces**
Clean countertops, shelves, and prep areas with a microfiber cloth and approved disinfectant.
- ☐ **Sweep and mop floors**
Sweep the floors to remove debris, then mop using an approved floor cleaner.
- ☐ **Empty trash bins**
Dispose of trash, replace liners, and make sure bins are free from food scraps.
- ☐ **Clean bathroom counters and sinks**
Sanitize all bathroom surfaces to maintain hygiene for staff and customers.
- ☐ **Clean and sanitize sinks**
Wipe all sinks, faucets, and drains are cleaned and free of grease or residue.

► WEEKLY TASKS

To be completed once a week

- ☐ **Clean and sanitize kitchen appliances**
Thoroughly clean stoves, ovens, and refrigerators to prevent grease buildup.
- ☐ **Sanitize light fixtures and ceiling fans**
Dust and wipe down all light fixtures and fans to remove grease and grime.
- ☐ **Dust and clean picture frames and decorations**
Maintain a clean and inviting environment by wiping down decorative items.
- ☐ **Deep-clean kitchen cabinets and basins**
Scrub and sanitize all cabinets and sinks to remove food particles and stains.

► MONTHLY TASKS

To be completed once a month

- ☐ **Deep clean the refrigerator and freezer**
Defrost and clean the interior of both appliances to prevent odor buildup and improve efficiency.
- ☐ **Clean and sanitize kitchen sink and drains**
Clean drains and sinks thoroughly to prevent blockages and maintain hygiene.
- ☐ **Buff and clean floors**
Scrub and buff floors for a fresh shine.
- ☐ **Clean behind kitchen appliances**
Move and clean behind stoves, refrigerators, and other appliances to avoid grease accumulation.

► ANNUAL TASKS

To be completed once a year

- ☐ **Deep clean fryers and hood vents**
Perform a thorough deep clean of fryers and hood vents to maintain efficiency and safety.
- ☐ **Clean air ducts and vents**
Schedule air duct cleaning to maintain airflow and prevent contamination.
- ☐ **Inspect and maintain large appliances**
Check the condition of all major appliances, including ovens, refrigerators, and dishwashers. Arrange for professional maintenance as needed.



ECO-FRIENDLY PRACTICES:

1

Use biodegradable cleaning products

Opt for eco-friendly cleaners to reduce environmental impact.

2

Minimize waste

Recycle materials and reduce disposable product use.

3

Use microfiber cloths instead of paper towels

Reusable cloths help reduce waste and are more effective in cleaning.



SAFETY GUIDELINES

- Always wear **PPE (gloves, aprons, and protective eyewear)** while cleaning.
- Handle **industrial-grade cleaners** with caution. Follow manufacturer's guidelines.
- Maintain **proper ventilation** to reduce exposure to cleaning chemicals.
- Report any **slippery surfaces or spills** immediately and address them to prevent accidents.

*This cleaning checklist is provided as a general guide for maintaining cleanliness and hygiene. Zogics assumes no responsibility or liability for any damages, injuries, or misuse of products resulting from the use of this checklist. It is the responsibility of the user to follow all manufacturer instructions, safety guidelines, and industry best practices when using cleaning products and equipment. Always test products on a small, inconspicuous area before full application.