

5.5.1 Kitchen Cleaning Checklist AM



Week Beginning: _____	Mon	Tues	Wed	Thurs	Fri	Comments	Follow Up
Soap and water only for dishes and surfaces							
Fridge temperature checked							
Fridge is cleaned							
Hand soap/sanitiser kept on windowsill							
Benches are clean and tidy							
Food out of date or without written expiry is thrown out							
Dishwasher is wiped down							
Perishable food is stored in the fridge							
Non-perishable foods are stored appropriately							
Utensils are clean, sanitised and stored safely in clear plastic boxes with lids							
Any broken utensils have been disposed of							
Power points have been turned off and are covered securely with a child lock							
Hazardous material is stored safely out of reach of children							
Chemicals are stored in a locked cupboard							
High use surfaces are to be cleaned (eg. handles)							
Bins are clean							
Floors are swept and mopped							
Roller shutters are closed							
Lights are off when in use							
Due to COVID-19 increased cleaning and sanitising is completed							

Breakfast Area Pack Up Checklist	Mon	Tues	Wed	Thurs	Fri	Comments
Food Items have been removed from bench and stored correctly, e.g., bread stored away, perished food disposed						
Equipment such as toasters and utensils such as tongs and bowls are removed, unplugged and inaccessible.						
Kitchen Shutter in fully closed at the conclusion of breakfast						

5.5.1 Kitchen Cleaning Checklist PM



Week Beginning: _____

	Mon	Tues	Wed	Thurs	Fri	Comments	Follow Up
Soap and water only for dishes and surfaces							
Fridge temperature checked							
Benches are clean and tidy							
Perishable food is stored in the fridge							
Dishwasher is wiped down							
Dishes are washed and rinsed in hot water prior to going in the dishwasher							
Dishwasher brackets and filters are clean and the chamber has been wiped with paper towel							
Utensils are clean, sanitised and stored safely in clear plastic boxes with lids							
Power points have been turned off and are covered securely with a child lock							
Hazardous material is stored safely out of reach of children							
Chemicals are stored in a locked cupboard							
High use surfaces are to be cleaned (eg. handles)							
Bins are clean							
Roller shutters are closed							
Lights are off when in use							
Due to COVID-19 increased cleaning and sanitising is completed							
Check dishwasher liquid to ensure dishwasher has sufficient clean and rinse aid							