

Back of House Daily Cleaning Checklist








Use the checklist below to make sure your back of house stays in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.

DATE: _____

TASK	SUGGESTED TOOL	TIMES	STAFF INITIAL	MGMT. INITIALS
Clean stainless steel surfaces such as large appliances (grill, hoods, refrigerator doors, griddle, range, flattop, fryer etc.). <i>Don't forget behind and beneath!</i> a. Food contact surfaces – top of griddle or fryer b. Non-food contact surfaces – refrigerator doors, range hood, etc.	a. Scotch-Brite™ Quick Clean Griddle Cleaning System b. Scotch-Brite™ Kitchen Cleaner & Degreaser Wipes with Scotchgard™ Protector			
Clean non-food contact surfaces on small appliances, such as coffee makers, microwaves, toasters, etc.	Scotch-Brite™ Kitchen Cleaner & Degreaser Wipes with Scotchgard™ Protector, 3M™ Glass Cleaner and Protector #17, 3M™ General Purpose Cleaner Concentrate #8			
Sanitize all line/prep surfaces and cutting boards	3M™ Sanitizer Concentrate #16			
Wash all utensils, dishes and glassware	Scotch-Brite™ HEX Series Scour Pads and Sponges (96HEX, 2000HEX and 3000HEX)			
Wash beverage dispenser heads	3M™ General Purpose Cleaner Concentrate #8			
Clean sinks	Scotch-Brite™ Low Scratch Scour Pad 2000HEX			
Clean windows	3M™ Glass Cleaner and Protector 17A			
Wipe down walls a. Tiled walls, stainless steel b. Di-Noc, wallpaper, painted	a. Scotch-Brite™ Low Scratch Scour Sponge 3000HEX b. 3M™ General Purpose Cleaner Concentrate #8, 3M™ Glass Cleaner and Protector Concentrate #17, or 3M™ Peroxide Cleaner Concentrate #34 (for painted or wallpapered walls, do not oversaturate as only a damp rag or washcloth is usually needed)			
Sweep walk-in refrigerators and storage areas	Scotch-Brite™ Angled Broom			
General floor cleaning	3M™ Neutral Cleaner Concentrate 3A, 3M™ Neutral Quat Disinfectant Cleaner Concentrate 23A, 3M™ 3-In-1 Floor Cleaner Concentrate #24			
Sweep floors	3M™ Scotch-Brite™ Professional 2-in-1 Flat Mop & Backpack Finish Applicator Kit, Ergonomic Handle, 3M™ Easy Scrub Flat Mop			
Degrease floor	3M™ Food Service Degreaser #7			
Mop floor	3M™ Easy Clean Disposable Floor Mop, Scotch-Brite™ Professional Standard Mop, 3M™ Easy Scrub Microfiber Mop Pad			
General cleaning and disinfecting	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41			
Clean and disinfect trash area/cans	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41			

TASK	HOW TO CLEAN	TIMES	STAFF INITIAL	MGMT. INITIALS
Wash/sanitize meat slicers, mixers, etc.	Follow the manufacturer's cleaning instructions for all equipment, particularly in regard to blades. Use hot water, soap and a clean towel to wipe down sides.			
Clean all soap dispensers/paper towel dispensers and refill if needed	Use hot water, soap and a clean towel to wipe down all surfaces, making note of areas that are regularly touched (crank handles, etc.)			
Filter fryer oil	Follow the manufacturer's cleaning instructions for your fryer and take note of the oil used, as each machine and oil requires different maintenance.			
Empty all sanitizing bins	Dump bin into appropriate sink and wash with hot water and soap.			
Clean mops	Rinse mop head in warm water using a mild detergent. Thoroughly wring out and hang to dry in a well-ventilated area.			
Take out trash and recycling	Make sure not to overfill trash bins and to tie trash bags tightly to prevent rips or spills. Break down all cardboard and make sure cartons are thoroughly rinsed.			

3M™ Cleaning Concentrates. A concentrated solution for almost any cleaning challenge.

<p>3 3M™ Neutral Cleaner Concentrate No-rinse, low-foaming formula. Use with mop or automatic scrubber. Fresh scent. RTU color: Light green/yellow. TNF 207; FCS 200 gallons.</p> 	<p>8 3M™ General Purpose Cleaner Concentrate All-purpose, everyday cleaner. Use on floors, walls and other nonporous surfaces. RTU color: Light pink. TNF 35; FCS 35 gallons.</p> 	<p>17 3M™ Glass Cleaner and Protector Scotchgard™ Technology helps reduce fogging on windows and mirrors after repeated use. RTU color: Blue. TNF 42; FCS 40 gallons</p> 	<p>24 3M™ 3-in-1 Floor Cleaner Concentrate Low-foaming. For use in automatic scrubbers. For scrubbing before recoating, cleaning before burnishing and daily cleaning. RTU color: Blue. TNF 137; FCS 132 gallons</p> 
<p>7 3M™ Food Service Degreaser Concentrate Removes food and oily soils from hard surfaces such as walls, floors, tables and vinyl. RTU color: Light yellow. TNF 123; FCS 149 gallons.</p> 	<p>16 3M™ Sanitizer Concentrate EPA-registered sanitizer for walls, floors and other hard, non-porous surfaces. Safe for sanitizing food contact surfaces. RTU color: Clear. TNF 135; FCS 75 gallons.</p> 	<p>23 3M™ Neutral Quat Disinfectant Cleaner Concentrate For use in restaurants and hospitals. EPA-registered disinfectant cleaner kills HBV, HIV-1, MRSA, VRE, herpes simplex I and II and other pathogens. Rinse-free, low-foaming, neutral pH formula. RTU color: Light green. TNF 120; FCS 100 gallons.</p> 	<p>34 3M™ Peroxide Cleaner Concentrate Daily use, no residue. For carpet and nonporous surfaces such as floors, walls, tables, bathroom fixtures, tile, grout and more. Low odor. RTU color: Clear. TNF 53; Green Seal certified only in TNF. FCS 50 gallons.</p> 