



Check, Please

**Restaurant Sanitation and Safety
Checklists for Every Shift**



A JANITORIAL & STAFFING COMPANY



Your concept is clear, your location is set, and your menu is prepped. Ensure the hard work that you've put into your business is appreciated with repeatable cleaning and sanitation processes every day, week, and month to keep your place looking and serving its best. In this whitepaper, we offer three simple checklists to help serve current customers and attract new ones:



Front of House — From the floors to the counters to the art on the walls, your patrons' first impressions will color their dining experience. This ambiance is a critical factor in ensuring repeat business and excellent reviews.



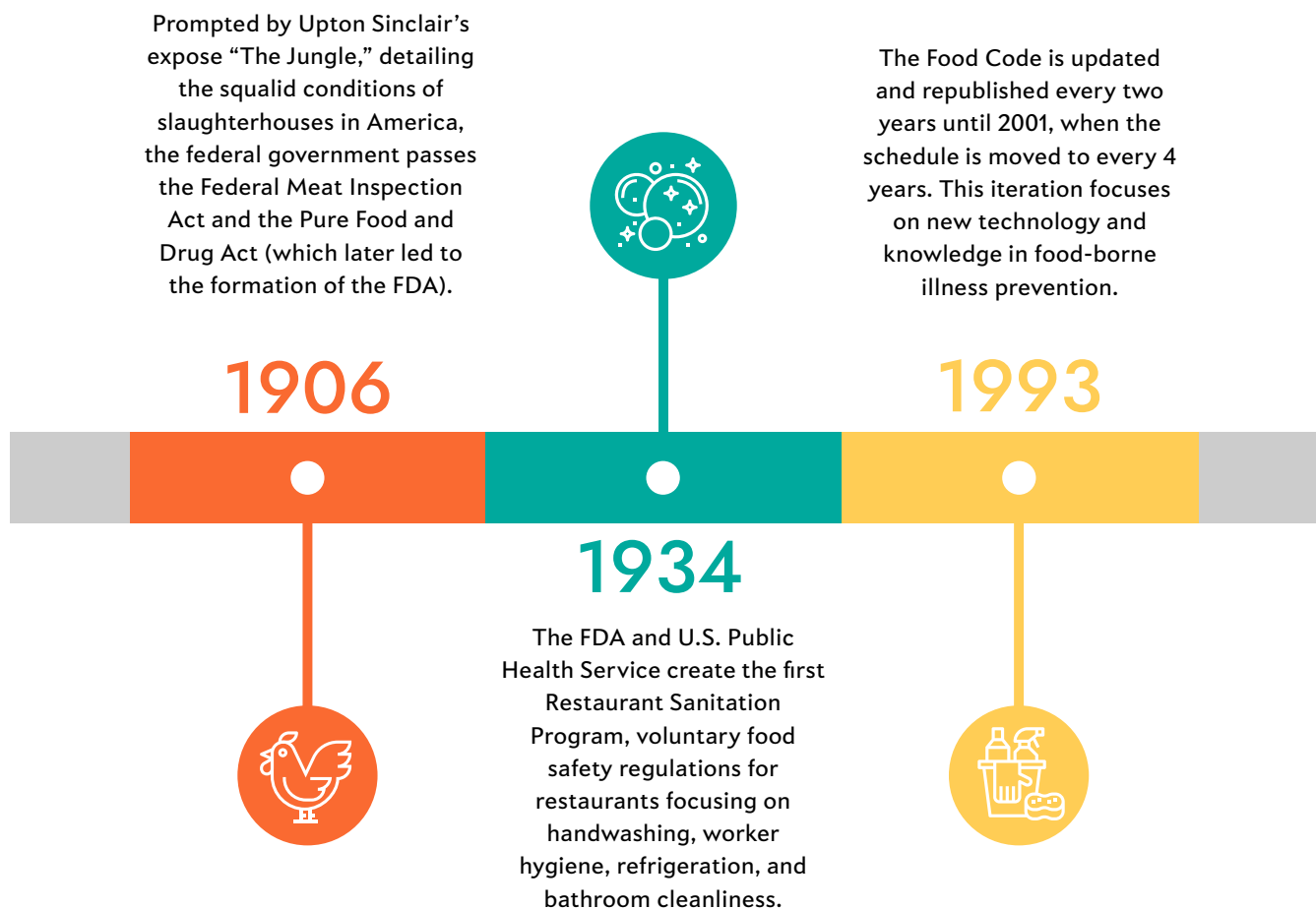
Kitchen — Behind the scenes is where the magic happens. These inspection-driven points must be completed to ensure food is kept in proper conditions and cooked according to safety standards.



Sanitation — No one wants to eat at a dirty restaurant. These sanitation standards work to keep employees, guests, and food safe for consumption before, during, and after prep by eliminating germs, pests, and contamination threats.

Food Safety: A Brief History

Cooks have always understood that food must be preserved and prepared in ways that ensure patrons are not poisoned from its consumption. It wasn't until the early 1900s, however, that government oversight came into play, leading sanitation policy through the last century to keep restaurant-goers safe.





Front-of-House Tasks

Every Shift

- ☐ Sanitize tables.
- ☐ Wipe down all counters.
- ☐ Clean seats and benches.
- ☐ Take out trash and recycling.

End of Every Day

- ☐ Inspect and wipe down condiments and salt and pepper shakers.
- ☐ Vacuum carpets.
- ☐ Wipe down walls, if necessary.
- ☐ Sweep and mop floors.
- ☐ Clean and sanitize bathrooms.
- ☐ Run cloth napkins, tablecloths, and wait staff aprons through washing machine.
- ☐ Clean interior and exterior of all trash and recycling bins.

Every Week

- ☐ Dust and wipe down light fixtures.
- ☐ Wash windows and doors.
- ☐ Disinfect door handles.

Every Month

- ☐ Dust decorations and wall art.
- ☐ Clear ceiling of any cobwebs.
- ☐ Wash walls.



Kitchen Tasks

Every Shift

- ☐ Brush grill between cooking red meat, poultry, and fish.
- ☐ Change sanitizing water and cleaning rags.
- ☐ Wipe down line and prep areas.
- ☐ Empty trash bins.
- ☐ Switch cutting boards.

End of Every Day

- ☐ Clean grill, griddle, range, flattop, and fryer — underneath, too.
- ☐ Clean sinks.
- ☐ Change foil lining on top of the ranges, grills, and flattops.
- ☐ Wash rags, towels, aprons, and uniforms in washing machine.
- ☐ Wipe down coffee makers, microwaves, toasters, and meat slicers.
- ☐ Refill soap dispensers and replace empty paper towel rolls.
- ☐ Clean beverage dispenser heads.
- ☐ Sweep walk-in refrigerators and storage areas.
- ☐ Wash utensils, smallwares, flatware, and glassware and let them air dry overnight.
- ☐ Disinfect prep area surfaces.
- ☐ Take out trash and recycling.
- ☐ Sweep and mop floors.



Kitchen Tasks *(continued)*

Every Week

- ☐ Clean ovens, including the walls, door, and racks.
- ☐ Delime sinks and faucets.
- ☐ Boil out deep fryer.
- ☐ Wash and sanitize walk-in refrigerators and freezers.
- ☐ Clean any anti-fatigue mats.
- ☐ Use drain cleaner on floors.

Every Month

- ☐ Wash behind hot line to prevent clogs.
- ☐ Run cleaning and sanitizing chemicals through coffee/espresso machines.
- ☐ Clean out and sanitize ice machine.
- ☐ Clean and sanitize freezer.
- ☐ Clean refrigerator coils to remove dust.
- ☐ Empty grease traps.
- ☐ Wash walls and ceiling to remove grease buildup.
- ☐ Wash vent hoods.
- ☐ Replace pest traps.





Sanitation

Employees

- ☐ Proper clothing, closed-toe shoes, and hair restraints are required.
- ☐ Hands must be washed frequently and at appropriate times.
- ☐ Hand-washing sinks must be stocked with soap, disposable towels, and warm water.



DID YOU KNOW?

According to the CDC, from 2009–2010, a total of 1,527 foodborne illness outbreaks were reported.

Don't let it happen to you.

Food Prep

- ☐ Food is tasted using proper method.
- ☐ Clean reusable towels are used only for sanitizing equipment and surfaces; not for drying hands, utensils, or floor.
- ☐ Frozen food is thawed under refrigeration or in cold running water.
- ☐ Food is not cross-contaminated.



Sanitation *(continued)*

Food Storage

- ☐ Refrigerator and freezer units are clean and neat.
- ☐ Refrigerator temperature is at or below 41°F.
- ☐ All food is properly wrapped, labeled, and dated.
- ☐ All food is stored 6-8 inches off the floor.

Equipment

- ☐ All pieces of equipment are clean to sight and touch.
- ☐ Exhaust hood and filters are clean.
- ☐ Smallware and utensils are allowed to air dry.
- ☐ Drawers and racks are clean.
- ☐ Work surfaces are washed and sanitized.



DID YOU KNOW?

According to the NFPA, 22% of all kitchen fires were due a failure to utilize proper cleaning routines.

Step in before it starts.





Sanitation *(continued)*

Dishwashing

- ☐ Three-compartment sink is properly set up for washing, or dish machine is working properly.
- ☐ Water temperatures are accurate.
- ☐ Chlorine test kit or thermometer is used to check sanitizing rinse.
- ☐ The water is clean and free of grease and food particles.

Garbage and Pest Control

- ☐ Boxes and containers are removed from site.
- ☐ No evidence of pests is present.
- ☐ Loading dock and area around dumpster are clean.
- ☐ Dumpster is closed.
- ☐ Screens are on open windows, and doors are in good repair.

Out-of-control pests can quickly get your restaurant shut down. Keeping up with these sanitation guidelines can help you get ahead of the problem before it starts.





Time to Bring in the Pros

Checklists are used throughout the restaurant industry as a means of providing employees with a set task list to accomplish during their shift to ensure sanitary conditions. On paper, this is a winning concept, but in practice employees can be quickly overwhelmed and/or swayed by the monotony of performing the same tasks from the same lists every day. This can lead to lax behaviors and even neglect.

The responsibility of keeping your restaurant clean is paramount to your success — and it's not something you should take lightly. Integrity Services' professional commercial cleaners can help you alleviate the pressure of completing these critical tasks to keep your restaurant running safely.

At Integrity Services, we can handle your daily, weekly, and monthly clean-up and deep sanitation needs. Our highly trained crew of professionals can tackle even the dirtiest of issues and create a safe, sanitary environment both in the front of the house and kitchen to help boost your business.

When first impressions matter, trust the experts at Integrity Services. Our professionals will customize and carry out a plan to assure your commercial cleaning needs are covered.

We look forward to serving you with the best and most affordable commercial cleaning services available. To set up an appointment, call **877-663-6766** or email info@integrityservicecompanies.com.



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