

Commercial Kitchen Cleaning Schedule Template

Checklist · US · Updated 2026-07-13 · Square brackets are placeholders to replace with your own details.

A commercial kitchen cleaning schedule is the written matrix of every cleaning task in the kitchen — what gets cleaned, how, with what, by whom, and how often — split into daily, weekly, and monthly tasks with a sign-off for each. It replaces "clean as you go and deep-clean when we get time" with a routine that actually gets done.

Cleaning is where health inspections are won and lost. Inspectors can see in minutes whether a kitchen is cleaned on a system or on good intentions: the hood filters, the can opener blade, the walk-in fan guards, the floor drains — the places a schedule reaches and ad-hoc cleaning never does.

This template gives you the full matrix — daily, weekly, and monthly tasks — plus the chemical safety rules for the products your team uses and the sign-off records that prove the schedule is being worked.

Purpose and scope

This schedule sets out every routine cleaning task in the kitchen at [Your company], [location], with its frequency, method, chemical, and owner. It applies to all kitchen staff; the [kitchen manager/chef] owns completion and signs off each period.

Clean-as-you-go during service is assumed and is not on this schedule — this document covers the scheduled tasks that keep the kitchen inspection-ready between deep cleans.

How the schedule works

- Daily tasks are completed on the shift indicated and initialed on the daily sheet; the closing manager verifies before lock-up.
- Weekly and monthly tasks are assigned by name on the weekly plan at [location/system] — a task without a name attached is a task that waits for "someone".
- Every food-contact surface task means clean then sanitize: wash with detergent, rinse, apply sanitizer at the concentration on the manufacturer's label, and air dry.
- Any equipment that cannot be cleaned on schedule (broken, in use, inaccessible) is flagged to [name/role] the same day — not silently skipped.

Daily cleaning tasks

1. Clean and sanitize all prep surfaces and cutting boards between tasks and at close; run cutting boards through the dish machine at close.
2. Break down, clean, and sanitize slicers, mixers, and the can opener after use and at close — including blades and guards.
3. Empty, wash, and sanitize sanitizer buckets and replace cloths [per shift]; test concentration with test strips each time buckets are mixed.
- 4.

Clean the cook line at close: flat top scraped, range surfaces degreased, fryer area wiped down, spills behind and between equipment cleared.

5. Wash, rinse, and sanitize all smallwares and utensils through the dish machine or three-compartment sink; check dish machine temperature or sanitizer per its data plate.
6. Clean hand sinks and restock soap and paper towels at every station.
7. Empty trash as needed and at close; wash your hands after handling trash and before returning to food tasks.
8. Sweep and mop all kitchen floors at close, including under movable equipment; put wet-floor signs out while drying.
9. Wipe walk-in and reach-in door handles and gaskets; spot-clean spills in coolers immediately.

Weekly cleaning tasks

1. Empty each walk-in and reach-in on rotation: clean and sanitize shelving, walls, and floors; check and clean fan guards; verify unit temperature after restocking.
2. Clean ovens, salamanders, and microwaves inside and out with the listed product for each.
3. Boil out or filter-clean fryers per the manufacturer's procedure and clean the fryer cabinets behind and beneath.
4. Delime the dish machine and spray arms, and clean the three-compartment sink drain baskets and backsplash.
5. Move the line equipment that rolls and clean the floors and walls behind it.
6. Wash floor drains with the designated brush and flush with [product] — never use that brush for anything else.
7. Clean shelving in dry storage and check for pests, damaged packaging, and anything stored on the floor.

Monthly cleaning tasks

1. Clean or exchange hood filters and wipe accessible hood surfaces; confirm the professional hood and duct cleaning is on contract at [frequency per your fire code and usage] and log the last service date.
2. Pull refrigeration units forward where safe and clean condenser coils per the manufacturer's instructions [or log the service visit].
3. Deep-clean walls, ceilings, and light fixtures in the kitchen and dish area; replace any missing light shields.
4. Empty and scrub ice machine bins and clean per the manufacturer's schedule; log the service.
5. Wash trash and recycling containers and the dumpster area; confirm the dumpster lids close and the area drains.
6. Audit the chemical station: stock levels, labels on every secondary bottle, safety data sheets current and accessible, nothing stored above or beside food.

Chemical safety

- Use only the products listed on this schedule, at label concentrations — stronger is not cleaner, and unlisted products have no safety data sheet on file.
- Label every secondary container (spray bottles, buckets) with the product name — an unlabeled bottle gets emptied, not guessed at — and never mix chemicals, especially chlorine products with anything else.
- Wear the PPE listed for each product ([gloves, eye protection]) and know where the eyewash [station/bottle] is.
- Store all chemicals in the designated area, below and away from food, equipment, and single-use items.

Records and review

Initialed daily sheets and signed weekly and monthly plans are filed at [system/location] for [period]. They are the first thing to show an inspector who asks how cleaning is managed — and the first place to look when something is repeatedly missed.

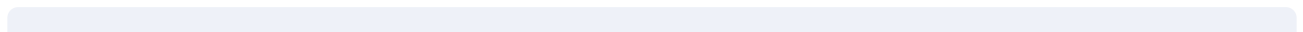
This schedule is reviewed [frequency, e.g. quarterly], after any inspection finding or pest sighting, and whenever equipment or menu changes add new cleaning tasks. Owner: [name/role]. Next review due: [date].

How to use this template

1. Walk the kitchen with this template and add every piece of equipment you actually own — the schedule fails at the first machine it does not mention.
2. Set the chemical column from the products in your chemical station, at the concentrations on their labels, and file the safety data sheet for each.
3. Check your state and local food code and your fire code (for hood cleaning) for required frequencies stricter than this baseline.
4. Assign weekly and monthly tasks by name on the roster, not by "closing team" — named tasks get done.
5. Run the schedule for a month, then walk the kitchen with fresh eyes (or swap managers with another site) and add whatever the schedule missed.

Official guidance

- › [FDA — Food Code](#)
- › [FDA — Retail food protection](#)
- › [OSHA — Hazard communication](#)



This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/kitchen-cleaning-schedule-template> is kept current; this file is a snapshot.