

TOTAL STORE DEEP-CLEANING CHECKLIST

Store: _____ Manager: _____ Date Started: _____

Group Cleaning Instructions:

1. Work as a group, scheduling 2-3 individuals to work with the manager.
2. Assign areas to individuals.
3. The manager will follow up to assure that individual areas are completed properly.
4. All cleaning to be done by spraying surfaces with spray degreaser and then wiping with a dampened terry towel.
5. Keep a bucket of fresh warm water for frequent rinsing of the terry towel. Add a small amount (ounce) ammonia to the water to help cut the grease.

Cleaning Materials Checklist:

- Terry Towels – order extra from Linen company, Jeff Neubauer (262) 313-7999
- Buckets (several)
- Ladder (more than one if more than one person washing walls or ceiling)
- Latex gloves to protect hands from chemicals

What is Clean?

There is more to this than just surface cleaning or “obvious” cleaning. This process is called “deep-clean”, which means every nook and cranny gets cleaned of grease and grime!

Customer Entrance – Ceiling and Walls

Assigned to: _____

Item	Instructions	Check When Complete
Ceiling Tiles & Runners	Tiles that are more soiled need to be sprayed and rinsed a second time. Spray with degreaser and wipe with damp towel.	
Ceiling Vents	Spray the vents and wipe them clean.	
Ceiling Lights	Open the light and wipe out bugs.	
Door Frame-Outside	Spray frame and wipe clean.	
Door Frames-Inside	Spray frames and wipe clean.	
Door Closers	Spray closer body and arm and wipe off.	
Walls	Spray degreaser, wipe with damp towel.	
Window Frames & Sills	Spray and wipe off with damp towel.	

* Inspected by: _____ Date: _____

Dining Area- Ceiling

Assigned to: _____

Item	Instructions	Check When Complete
Ceiling Tiles & Runners	Tiles that are more soiled need to be sprayed and rinsed a second time. Spray degreaser, wipe with damp towel.	
Ceiling Vents	Spray the vents and wipe them clean.	
Ceiling Fans	Turn off ceiling fans. Spray and wipe blades and fan motor housing.	
Hanging Plants	Spray and wipe planters and wire hangers.	
Light Fixtures (Inside of Fixture)	Remove lenses & tubes, and clean up inside of the fixture.	
Light Fixtures (Outside of Fixture)	Spray and wipe off with damp towel. Parabolic fixtures need also to be shined after they are washed. Use a small amount of Sheila Shine on a clean cloth to remove streaks.	
Track Lighting	Spray and wipe off with damp towel.	

* Inspected by: _____ Date: _____

Dining Area- North Wall

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the spray degreaser runs down the wall.	
Wall Sconces	Clean glass shade.	
Exit Lights	Spray top, sides & fronts and wipe off with damp towel.	
Window Frames	Spray and wipe.	
Hanging Signs	Clean sign frames and plexiglass	

* Inspected by: _____ Date: _____

Dining Area- East Wall

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the degreaser runs down the wall.	
Wall Sconces	Clean glass shade.	
Exit Lights	Spray top, sides & fronts and wipe off with damp towel.	
Window Frames	Spray and wipe.	
Hanging Signs	Clean sign frames and plexiglass	

* Inspected by: _____ Date: _____

Dining Area- South Wall

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the degreaser runs down the wall.	
Wall Sconces	Clean glass shade.	
Exit Lights	Spray top, sides & fronts and wipe off with damp towel.	
Window Frames	Spray and wipe.	
Hanging Signs	Clean sign frames and plexiglass	

* Inspected by: _____ Date: _____

Dining Area- West Wall

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the degreaser runs down the wall.	
Wall Sconces	Clean glass shade.	
Exit Lights	Spray top, sides & fronts and wipe off with damp towel.	
Window Frames	Spray and wipe.	
Hanging Signs	Clean sign frames and plexiglass	

* Inspected by: _____ Date: _____

Server Area - Ceiling

Assigned to: _____

Item	Instructions	Check When Complete
Ceiling Tiles & Runners	Tiles that are more soiled need to be sprayed and rinsed a second time. Spray degreaser, wipe with damp towel.	
Ceiling Vents	Spray the vents and wipe them clean.	
Light Fixtures (Inside of Fixture)	Remove lenses & tubes, and clean up inside of the fixture.	
Light Fixtures (Outside of Fixture)	Spray and wipe off with damp towel. Parabolic fixtures need also to be shined after they are washed. Use a small amount of Sheila Shine on a clean cloth to remove streaks.	

* Inspected by: _____ Date: _____

Server Area - Walls

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the degreaser runs down the wall.	

* Inspected by: _____ Date: _____

Kitchen/Dish Area - Ceiling

Assigned to: _____

Item	Instructions	Check When Complete
Ceiling Tiles & Runners	Tiles that are more soiled need to be sprayed and rinsed a second time. Spray degreaser, wipe with damp towel.	
Ceiling Vents	Spray the vents and wipe them clean.	
Ceiling Fans	Turn off ceiling fans. Spray and wipe blades and fan motor housing.	
Light Fixtures (Inside of Fixture)	Remove lenses & tubes, and clean up inside of the fixture.	
Light Fixtures (Outside of Fixture)	Spray and wipe off with damp towel. Parabolic fixtures need also to be shined after they are washed. Use a small amount of Sheila Shine on a clean cloth to remove streaks.	

* Inspected by: _____ Date: _____

Kitchen/Dish Area - Walls

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the degreaser runs down the wall.	

* Inspected by: _____ Date: _____

Stock Room - Ceiling

Assigned to: _____

Item	Instructions	Check When Complete
Ceiling Tiles & Runners	Tiles that are more soiled need to be sprayed and rinsed a second time. Spray degreaser, wipe with damp towel.	
Ceiling Vents	Spray the vents and wipe them clean.	
Ceiling Fans	Turn off ceiling fans. Spray and wipe blades and fan motor housing.	
Light Fixtures (Inside of Fixture)	Remove lenses & tubes, and clean up inside of the fixture.	
Light Fixtures (Outside of Fixture)	Spray and wipe off with damp towel. Parabolic fixtures need also to be shined after they are washed. Use a small amount of Sheila Shine on a clean cloth to remove streaks.	

* Inspected by: _____ Date: _____

Stock Room - Walls

Assigned to: _____

Item	Instructions	Check When Complete
Walls	Walls should be cleaned from the bottom up to prevent streaks on the walls as the degreaser runs down the wall.	

* Inspected by: _____ Date: _____

Booths

Item	Instructions	Check When Complete
Gum	Scrape gum from under side of booth table	
Booth Legs & Support Arms	Spray and wipe down.	
Booth Formica Surfaces	Spray and wipe down.	
Booth Wall	Spray and wipe both sides of booth wall(s)	

* Inspected by: _____ Date: _____

Tables

Item	Instructions	Check When Complete
Gum	Scrape gum from under side of table tops	
Tables	Spray and wash table legs and pedestals.	
Chairs	Spray and wipe down chair legs and cross members	

* Inspected by: _____ Date: _____

Customer Counter – Customer Side

Item	Instructions	Check When Complete
Counter Knee Space	Spray and wipe off with damp towel.	
Counter Cove Base	This is the area where the front of the counter meets the floor.	
Stool Bases	Spray and wipe down stool bases. Shine with Stainless steel wipe	

* Inspected by: _____ Date: _____

Customer Counter – Server Side

Item	Instructions	Check When Complete
Customer Counter Shelves	Remove items from shelves and wash the shelves <u>including</u> the inside of the cabinet.	

* Inspected by: _____ Date: _____

Cash Register Cabinet

Item	Instructions	Check When Complete
Cash Register Cabinet - Exterior	Spray all surfaces on the top and sides and wipe with damp towel.	
Cash Register Cabinet - Inside	Remove contents and spray all surfaces and wipe with damp towel.	
Cash Register Drawer(s)	Remove contents and spray all surfaces and wipe with damp towel.	
Phone	Spray and wipe	
Gift Card Machine	Spray and wipe	

* Inspected by: _____ Date: _____

Restroom - Men's

Item	Instructions	Check When Complete
Ceiling	Spray and wipe with damp towel.	
Walls	Spray and wipe with damp towel.	

* Inspected by: _____ Date: _____

Restroom - Women's

Item	Instructions	Check When Complete
Ceiling	Spray and wipe with damp towel.	
Walls	Spray and wipe with damp towel.	

* Inspected by: _____ Date: _____

Beverage Counter

Item	Instructions	Check When Complete
Refrigerated Display Case	Spray and wipe all surfaces of equipment with damp towel.	
Soda Machine	Spray and wipe all surfaces of equipment with damp towel.	
Hot Chocolate Machine	Spray and wipe all surfaces of equipment with damp towel.	
Hot Water Machine	Spray and wipe all surfaces of equipment with damp towel.	
Coffee Machine	Spray and wipe all surfaces of equipment with damp towel.	
Orange Juice Machine	Spray and wipe all surfaces of equipment with damp towel.	
Counter Top	Spray and wipe with damp towel under all equipment all the way back to wall.	
Phone (if one)	Spray and wipe	

* Inspected by: _____ Date: _____

Soup Area

Item	Instructions	Check When Complete
Soup Area Cabinet - Above	Remove items from cabinets and clean the insides of the cabinets as well as both sides of cabinet doors including the door edges.	
Soup Area Cabinet - Below	Remove items from cabinets and clean the insides of the cabinets as well as both sides of cabinet doors including the door edges.	
Soup Area Sides	Spray and wipe the side walls of the soup area.	

* Inspected by: _____ Date: _____

Under Counter Refrigerator – Out Front

Item	Instructions	Check When Complete
Under Counter Refrigerator(s)	Pull out the under-counter refrigerator and clean the walls and floor behind and under the unit.	
Inside of Undercounter	Open the door and remove all items. Spray and wipe all surfaces inside including the back, the sides, bottom and inside door.	

* Inspected by: _____ Date: _____

Kitchen - Cook Line

Item	Instructions	Check When Complete
Toaster Area	Pull out all item and spray and wipe all surfaces	
Egg Stove	Remove the grates and spray with Easy Off to remove baked on grease deposits. Remove burners by using a towel and put up and out. Poke holes in burners with a toothpick. Clean inside of egg stoves. Clean pull-out tray at bottom of egg stove. Pull egg stoves up and out and use Easy Off as necessary to clean baked on grease deposits under, around and behind egg stoves.	
Griddle	Pull out the griddle. Use Easy Off to remove baked on grease deposits on, around, under and behind entire griddle area.	
Cook Line Tables & Carts Holding Griddle and other equipment	All surfaces of stainless steel carts or tables that hold the griddle, egg stoves, etc. must be cleaned fully, underneath, sides, etc.	
Fryer Exteriors	Spray fryer outside areas with easy off or O&G and clean all exterior surfaces	
Soup Stove	Same process as for egg stoves	
Back SS Wall	Spray, wipe and shine the back wall and other SS surfaces	
Exhaust Hood (Exterior)	Spray and clean the entire outside of the exhaust hood.	
Exhaust Hood Shine Up	Use a small amount of Sheila Shine on a clean cloth to remove streaks.	

* Inspected by: _____ Date: _____

Kitchen – Prep Side

Item	Instructions	Check When Complete
Refrigerator	Pull out and clean all four sides and top. Remove upper or lower air vents and clean. Shine with stainless steel shine.	
Freezer	Pull out and clean all four sides and top. Remove upper or lower air vents and clean. Shine with stainless steel shine.	
Microwave(s)	Spray and wipe, inside, outside, front, back, shelf	
Work Table	Spray and wipe top, drawer (if one), under storage area	
Phone	Spray and wipe	

* Inspected by: _____ Date: _____

Dish Area and Dish Machine

Item	Instructions	Check When Complete
Dish Machine	Clean top, sides, legs, control box, motor housing, every surface.	
Dish Tables	Clean under side of dish tables. Clean table legs and shelves Clean under dish tables.	
Cup & Glass Rack Holders	Clean the underside of stainless steel racks for glass and cups located above the dish tables.	
Wallsabove machine	Walls should be cleaned from the bottom up to prevent streaks on the walls from the degreaser.	
Wall below machine	Walls should be cleaned from the bottom up to prevent streaks on the walls from the degreaser.	
Plumbing/Piping	All pipes and plumbing should be cleaned.	
Disposer	Spray and wipe disposer.	

* Inspected by: _____ Date: _____

Stock Room

Item	Instructions	Check When Complete
Refrigerators and Freezers	Pull out and clean all four sides. Spray and wipe off with damp towel. Shine with Sheila Shine. Remove upper or lower air vents and clean.	
Walk-ins	Spray outside walls and wipe off with damp towel. Inside, remove food items from shelving and clean shelves and walls. Clean floor the floor paying special attention to corners, along wall and floor edges and around shelf legs.	

Back Hallway/Restroom Hallway – Ceiling & Walls

Assigned to: _____

Item	Instructions	Check When Complete
Ceiling Tiles & Runners	Tiles that are more soiled need to be sprayed and rinsed a second time. Spray degreaser, wipe with damp towel.	
Ceiling Vents	Spray the vents and wipe them clean.	
Ceiling Fans	Turn off ceiling fans. Spray and wipe blades and fan motor housing.	
Light Fixtures (Inside of Fixture)	Remove lenses & tubes, and clean up inside of the fixture.	
Light Fixtures (Outside of Fixture)	Spray and wipe off with damp towel. Parabolic fixtures need also to be shined after they are washed. Use a small amount of Sheila Shine on a clean cloth to remove streaks.	
Walls	Spray and wipe with damp towel.	

* Inspected by: _____ Date: _____

Manager Office

Assigned to: _____

Item	Instructions	Check When Complete
Equipment		
Shelves		
Walls		
Ceiling		
Floor		

* Inspected by: _____ Date: _____