

DAILY CLOSING LIST
Building 1

Date: _____

Initials:

Dishes washed, rinsed, sanitized and left to air dry after

Dry dishes put in proper place

The following are OFF and CLEANED:

- OVENS
- GRILL
- FRYER
- SAUTEE STATION
- STEAMER/TILT KETTLE
- INFERNO ROTISSERIE
- PROOFER

All stainless steel tables cleaned and sanitized (TOP to BOTTOM)

Seafood/Vegetable sinks are free of debris, cleaned and sanitized

All hand sinks cleaned and stocked with soap and paper towels

White floor drains clean and free of debris (bleached if necessary)

WALLS

- Hot line
- Tea Station

WALK-INS AND FREEZERS

- Wipe shelves with sanitizer
- Sweep floors

BATHROOM

- Toilet and shower are cleaned and sanitized
- Toilet paper is stocked
- Floor is scrubbed with soap and sanitized

TRASH

- Large trash cans emptied and washed out
- Small trash cans emptied
- Boxes broken down & put in dumpster

DAILY CLOSING LIST
Building 1

Date: _____

Initials:

FLOORS (everything done daily unless otherwise instructed)

- Sweep
- Rinse with water
- Soaped and scrubbed with deck brush
- Rinse with water
- Squeegee excess water to drain
- Sanitized and left to air dry

ICE:

- bag all of it everyday unless the freezer outside is full

____ BACON CRISPS: Make 500 when this is checked

BEFORE LEAVING:

MAKE SURE THAT SOAP AND SANITIZER DISPENSERS
ARE NOT EMPTY.
TURN OFF ALL LIGHTS AND MAKE SURE DOORS ARE
LOCKED.
BE SURE THAT A/C IS OFF.

DAILY CLOSING LIST
Building 2

Date: _____

Initials:

DISH AREA :

- Wash, rinse, sanitize and air dry all dishes and utensils.
- Bleach cutting boards if necessary
- Wipe down all shelves
- All stainless steel tables cleaned and sanitized (Top to Bottom)
- Clean 3-compartment sink of all debris and scum on sides
- Clean sink to left of dishwasher of all debris
- Wash sink guard and sanitize overnight
- Clear dishwasher (rinse filters and place in sanitizer over night)
- Wipe scum out of dishwasher reservoir
- Turn dishwasher off overnight
- White floors, drains clean and free of debris (bleached if necessary.)
- Large trash cans emptied
- Small trash cans emptied
- Boxes broken down and put in dumpster

FLOORS (everything done daily unless otherwise instructed)

- Sweep
- Rinse with water
- Soaped and scrubbed with deck brush
- Rinse with water
- Squeegee excess water to drain
- Sanitized and left to air dry

DAILY CLOSING LIST
Building 2

Date: _____

LAUNDRY AND PACKING AREA:

FLOORS:

Sweep

All black tubs and lids cleaned and sanitized

All Cambros cleaned, sanitized and neatly stacked in proper place.

All hand sinks cleaned and stocked with soap and paper towels.

Initials:

MAKE SURE THAT SOAP AND SANITIZER DISPENSERS
ARE NOT EMPTY.

TURN OFF ALL LIGHTS & MAKE SURE DOORS ARE
LOCKED BEFORE LEAVING.

MAKE SURE A/C IS OFF BEFORE LEAVING.

DAILY CLOSING LIST
Building 3

Date: _____

Initials:

CAN WASH:

- All deck brushes, brooms, dust pans, squeegees, and mops
(HUNG up in proper place)
- All black tubs and lids washed and sanitized
- All Cambros washed and sanitized
- All coolers washed and sanitized

VEHICLE CHECKLIST:

- All vans/trucks are locked, secured and have gas in the tank
- Check tires before leaving
- Vans/trucks unloaded and cleaned
- Keys in key box

GENERAL CHECKLIST:

- Floor swept, washed and sanitized
- Puddles squeegeed
- Portable ovens cleaned and sanitized (if used)
- All party décor cleaned and stored neatly and properly
- All trash cans washed and sanitized
- All carts and speed racks washed and sanitized
- Employee drink cooler is clean and organized
- Coolers organized on shelves

MAKE SURE THAT EVERYTHING IS UP OFF THE GROUND

MAKE SURE THAT SOAP & SANITIZER DISPENSERS ARE NOT EMPTY

TURN OFF ALL LIGHTS AND MAKE SURE DOORS ARE LOCKED BEFORE LEAVING