

# WEEKLY CHECK LIST

## DO CHECKED ITEM – INITIAL & DATE

- \_\_\_\_\_ Walk-in floors cleaned and sanitized (sweep, scrub & squeegee) \_\_\_\_\_
- \_\_\_\_\_ Polish all stainless steel including wall behind hot line with polish \_\_\_\_\_
- \_\_\_\_\_ Buildings 2 & 3 floors scrubbed and sanitized \_\_\_\_\_
- \_\_\_\_\_ Clean all windows and blinds with Windex \_\_\_\_\_
- \_\_\_\_\_ Dumpster pad area \_\_\_\_\_
- \_\_\_\_\_ Pick up trash around property \_\_\_\_\_
- \_\_\_\_\_ Empty cigarette butt container and replace lid \_\_\_\_\_
- \_\_\_\_\_ Ice machine detailed including filter \_\_\_\_\_
- \_\_\_\_\_ Boil out fryer if needed \_\_\_\_\_
- \_\_\_\_\_ Convection ovens detailed \_\_\_\_\_
- \_\_\_\_\_ Soak tea urn spout in bleach water \_\_\_\_\_
- \_\_\_\_\_ Clean and dust electric fly traps \_\_\_\_\_
- \_\_\_\_\_ Sweep Chef's office \_\_\_\_\_
- \_\_\_\_\_ Dust shelves in Chef's office \_\_\_\_\_