

### Kitchen Cleanup Checklist (Draft)

**The general "rules of thumb:"**

- 1) If you used it then clean it and put it away**
- 2) Leave the kitchen better than when you found it**

Put an "X" or "v" in the box next to each item when it is completed. When all of the items are finished then print your name and sign on the bottom of the page.

**Food**

All Leftover Food Is Thrown or Given Away (no storage)	
All Reusable Items (i.e. condiments, salad dressing, etc) have Dates and are Put Away	

**Dishes**

Wash, Dry and Put Away All Dishes (including coffee pots)	
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**Scullery**

Degrease Food Filter Tray and Run through Dishwasher	
Squeegee water and food into Garbage/Food Disposal	
Run Garbage/Food Disposal	
Pull out and empty Food Tray in the bottom of Dishwasher	

**Stainless Counters, Sinks, Doors, and Other Surfaces**

All Stainless Steel (including edges around stove) gets the same treatment: 1) clean food off/out, 2) squeegee standing water into drain, 3) degreaser if necessary and, 4) sanitized	
Prep Counters including drawer fronts (in the center of the kitchen and near storage room)	
Coffee Counters	
Food Prep Sinks and Counters	
Counter around Stoves	
Warmer/Convection Oven Table	
Scullery Counters and Dishwasher Doors	
Dishwashing Sinks	
Refrigerator and Freezer Doors/Handles	
Hand Washing Sinks	

**Other Items**

Clean Inside and Outside of Microwave	
Wipe off and Sanitize all Carts	
Clean any spills in Refrigerators/Freezers	
Sweep Floors in main kitchen, scullery, and storage closet	
Take all Trash out to the dumpster	
Take home Towels for Cleaning with Bleach, to be returned ASAP	

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_