Commercial Kitchen Maintenance Checklist: Daily, Weekly & Monthly Tasks

Daily Tasks

Fryers

- ☐ Wipe down the exterior with a soft cloth dampened in water and mild detergent or degreaser.
- ☐ Clean fryer baskets with soap and water or in a dishwasher *(if dishwasher-safe)*.

Grills & Griddles

- ☐ Brush or scrape off griddles and grills after use.
- ☐ Empty and clean drip trays with degreaser.

Ovens & Ranges

- ☐ Brush off racks/grates and soak oven them in warm, soapy water.
- ☐ Brush out crumbs and other remnants from the interior.
- ☐ Wipe down interior walls with a damped soft cloth. Use mild dish soap, if necessary.
- ☐ Wipe down exterior surfaces with a soft cloth, warm water and mild detergent.
- ☐ Clean the flattop with a solution of warm water and mild detergent *(if applicable)*.
- ☐ Remove debris from the vent.
- ☐ Empty and clean drip trays with degreaser.
- ☐ **Conveyor units only** – Brush remnants off conveyor belt with a brush.
- ☐ **Cook and hold units only** – Remove and clean shelves, racks and drip pans in warm water and mild detergent.
- ☐ **Deck units only** – Clean ash and debris inside the oven using a brush or scraper.
- ☐ **Deck units only** – Remove and brush debris off cooking stone.

Steamers, Kettles & Tilt Braising Pans

- ☐ Clean the unit with warm water, mild detergent and a brush.
- ☐ Empty and clean drip trays with mild detergent and warm water.
- ☐ **Steam kettles only** – Wipe down external and interior surfaces with a soft cloth dampened in mild detergent and warm water.
- ☐ **Tilt braising pans only** – Wash front, back, sides and splash guards with a soft cloth, warm water and mild detergent.

Refrigeration

- ☐ Remove any debris from shelves and wipe down any spills or moisture.
- ☐ Sweep, vacuum and/or mop walk-in refrigeration unit floors.
- ☐ Record the internal temperatures of each unit.

Food Prep Equipment *(Processors, Grinders, Mixers, Slicers)*

- ☐ Wash bowls, containers and all attachments in warm water and mild detergent after use.
- ☐ Clean the machine and base with warm water, mild detergent and a soft cloth or small brush after use *(refer to owner's manual for specific instructions)*.
- ☐ Sanitize and dry the machine after use.

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Warewashers

- ☐ Drain water from the unit.
- ☐ Remove and clean wash arms with warm water, mild detergent and soft cloth or brush.
- ☐ Remove and clean curtains with warm water, mild detergent and a soft cloth or brush.
- ☐ Record the internal temperatures of each unit.

Beverage & Coffee Machines

- ☐ Soak beverage dispenser nozzles in sanitizing solution and scrub to remove syrup *(refer to these general instructions or the owner's manuals)*.

General Maintenance

- ☐ Wash utensils, bowls, coffee pots and other kitchen tools in warm water and soap after use.
- ☐ Wipe any spills on countertops, floors, walls and equipment surfaces throughout the day.
- ☐ Clean and disinfect cutting boards, utensils, countertops and prep tables throughout the day.
- ☐ Sweep or vacuum the kitchen and pantry floors.
- ☐ Mop the kitchen floors with cleaning solution or degreasing agent.
- ☐ Clean out the washing stations and sinks.
- ☐ Place soiled rags and linens in laundry *(separate from uniforms)*.
- ☐ Place soiled uniforms in laundry *(separate from rags and linen)*.

Daily Notes _____

Commercial Kitchen Maintenance Checklist: Daily, Weekly & Monthly Tasks

Maintenance tasks that involve checking and deep-cleaning components inside your equipment are best handled by professionals. Please set up planned maintenance with a local authorized service agent.

Commercial Kitchen Maintenance Checklist: Daily, Weekly & Monthly Tasks

Weekly Tasks

Fryers

- ☐ Conduct a deep cleaning by boiling out the fryer and scrubbing the frypot down with a brush.
- ☐ Dispose of old oil and replace with fresh oil every 5-7 days.
- ☐ Change filter paper or clean out the built-in filtration system, depending on the model.

Grills & Griddles

- ☐ Season the griddle applying vegetable oil to a hot surface *(follow direct instructions here)*.

Ovens & Ranges

- ☐ Scrub down the interior walls and doors using a soft brush and manufacturer-recommended cleaner.
- ☐ Soak and scrub burner covers and knobs in warm, soapy water.
- ☐ Clean around your door openings and wipe down the gaskets with a soft cloth dampened in warm water and soap.
- ☐ Polish the stainless steel exterior with a manufacturer-recommended polish.
- ☐ **Combi ovens only** – Clean the intake fan weekly and delime the steamer routinely *(follow manufacturer instructions)*.

Steamers, Kettles & Tilt Braising Pans

- ☐ Wipe down the exterior with a soft cloth dampened in water and mild detergent or degreaser.
- ☐ Polish the stainless steel exterior with a manufacturer-recommended polish.
- ☐ Inspect and wipe down the gaskets with a soft cloth dampened in warm water and soap.

Ice Machines & Bins

- ☐ Wipe the exterior the machine and bin with a soft cloth, mild detergent and warm water.
- ☐ Polish the stainless steel exterior with a manufacturer-recommended polish.
- ☐ Remove ice from the bin and scrub down the interior walls and cover with manufacturer-recommended cleaner and sanitizer at least once every two weeks.

Refrigeration

- ☐ Inspect and wipe down the gaskets with a soft cloth dampened in warm water and soap.
- ☐ Empty and clean overflow water trays.
- ☐ Remove interior shelves and clean both interior and exterior using manufacturer-recommended solutions.
- ☐ Polish the stainless steel exterior with a manufacturer-recommended polish.

Beverage & Coffee Machines

- ☐ Clean exteriors of coffee and beverage machines with mild detergent, warm water and a soft cloth.
- ☐ Clean or replace coffee machine filters at least once every two weeks.
- ☐ Clean syrup connectors on beverage dispensers by soaking them in manufacturer-recommended cleaning solution and sanitizer *(refer to these general instructions or the owner's manuals)*.

Commercial Kitchen Maintenance Checklist: Daily, Weekly & Monthly Tasks

Warewashers

- ☐ Clean and descale units once a week *(refer to these general instructions or the owner's manuals).*
- ☐ Clean and polish the stainless steel exterior with a manufacturer-recommended solutions.

General Maintenance

- ☐ Pour drain cleaners down drains in sinks, wash stations and floors.
- ☐ Clean and descale faucets, sinks and spray heads.
- ☐ Check inventory and reorganize stockrooms.
- ☐ Wash stains off walls and ceilings using a soft brush, warm water and mild soap or a degreasing agent.

Weekly Notes_____

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Commercial Kitchen Maintenance Checklist: Daily, Weekly & Monthly Tasks

Monthly Tasks

Ovens & Ranges

- ☐ Check for grease and dust buildup on the exhaust and blower motor fan. Brush off with a stiff-bristle brush.

Ice Machines & Bins

- ☐ Remove ice from the machine and conduct a thorough cleaning using manufacturer-recommended cleaner and sanitizer at least once every two months *(refer to these general descaling instructions or the owner's manuals)*.

Refrigeration

- ☐ Clean the condenser coil on refrigeration units at least once every three months, depending on dust or grease buildup
- ☐ Clean all drain pans and air filters.

Beverage & Coffee Machines

- ☐ Descale coffee machines every four to six weeks *(refer to these general descaling instructions or the owner's manuals)*.
- ☐ Remove ice from the beverage dispenser bin and conduct a thorough cleaning using manufacturer-recommended cleaner and sanitizer at least once a month *(refer to these general descaling instructions or the owner's manuals)*.

Exhaust Hoods

- ☐ Remove and clean the grease traps by soaking them in warm water and a liquid degreaser.
- ☐ Remove and clean the filters by soaking them in warm water and a liquid degreaser.
- ☐ Clean the interior and exterior exhaust hoods with warm water, liquid degreaser and a soft-bristle brush.

General Maintenance

- ☐ Wash floors and walls behind hot-side equipment (i.e. fryers, ovens, griddles).
- ☐ Wash stains off kitchen walls and ceilings using a soft brush, warm water and mild soap or a degreasing agent.
- ☐ Clean stockrooms and storage areas at least once every six months.
- ☐ Sharpen knives and cutlery.
- ☐ Calibrate ovens and thermostats.

Commercial Kitchen Maintenance Checklist: Daily, Weekly & Monthly Tasks

Monthly Notes_____

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