SF Janitorial

PRINTABLE CHECKLIST

Ghost and delivery-only kitchens: what we clean

Tour the site with your manager and mark overnight work apart from midday resets.

Site _____ **Address** _____

Walked by _____ **Date** _____

Kitchen bays

- ☐ Bay list, one line per brand
- ☐ Worktables and prep sinks cleaned and sanitized
- ☐ Shelving and reach-in doors
- ☐ Range, fryer surround and backsplash degreased

Shared cold and dry storage

- ☐ Walk-in cooler and freezer shelving
- ☐ Door gaskets and handles
- ☐ Floors swept and mopped after staff move product
- ☐ Labels and cardboard cleared out

Packing counter

- ☐ Bag and container shelving
- ☐ Ticket printers, heat lamps and scales wiped
- ☐ Sauce spills and crumbs cleared
- ☐ Counter sanitized before the next packing shift

Pickup area and lobby

- ☐ Order shelves and cubbies
- ☐ Door glass and entry floor
- ☐ Seating, where there is any
- ☐ Waste bins emptied and wiped
- ☐ Walk-off mats vacuumed

Floors, drains and shared rooms

- ☐ Quarry tile or sealed concrete degreased and scrubbed
- ☐ Rinse water pulled to the floor drains
- ☐ Floor sinks and grates lifted and cleaned
- ☐ Corridors, dish area and trash room nightly
- ☐ Under equipment, behind fryers and along wall bases
- ☐ Restrooms and staff areas on the overnight pass

Timing

- ☐ Overnight window between last order and morning prep
- ☐ Midday reset of shared tables, dish area and packing counter
- ☐ Zone-by-zone cleaning for sites that never close
- ☐ Extra overnight pass before an inspection

Notes