



Commercial Cleaning Checklist Template for Hotel Kitchens (UK)

This template is suitable for hotel kitchens and can be printed or adapted for digital use.

Daily Cleaning Tasks

| Task | Completed (✓) | Notes |
|---|------------------|-------|
| Disinfect all surfaces, workstations, and prep areas | | |
| Clean and sanitise cutting boards | | |
| Clean grill, griddle, hob and deep-fat fryer | | |
| Wipe down ovens, microwaves, toasters | | |
| Wash and sanitise all utensils, cookware, glassware | | |
| Clean and disinfect sinks and taps | | |
| Launder towels, cloths, uniforms and aprons | | |
| Sweep and mop all floors (move equipment if possible) | | |
| Empty, wash and disinfect waste and recycling bins | | |
| Organise and clean storage shelves and racks | | |
| Check and discard expired or spoiled food items | | |
| Wipe down refrigerators, freezers and handles | | |
| Clean vent hoods and remove grease build-up | | |
| Scrub walls and high-touch areas | | |
| Clean floor drains | | |

Weekly Cleaning Tasks

| Task | Completed (✓) | Notes |
|---|------------------|-------|
| Deep clean ovens and hoods | | |
| Descalc dishwashers | | |
| Clean ice machines and check maintenance | | |
| Wipe down walls and ceilings | | |
| Clean all shelves and storage units | | |
| Organise dry storage and refrigerator items | | |
| Remove unused or unwanted appliances | | |
| Clean and disinfect waste bins (external areas) | | |
| Inspect and clean lighting fixtures | | |

Monthly Cleaning Tasks

| Task | Completed (✓) | Notes |
|--|------------------|-------|
| Deep clean refrigerators and freezers (defrost) | | |
| Inspect and replace gaskets and seals | | |
| Clean behind and under large equipment | | |
| Clean and replace air filters in ventilation hoods | | |
| Dust and clean air vents, hoods and light fixtures | | |
| Inspect plumbing and fixtures for leaks | | |

| | | |
|--|--|--|
| Calibrate ovens, thermometers and appliances | | |
| Schedule pest-control inspection | | |
| Review and update cleaning checklist | | |
| Conduct staff training on cleaning protocols | | |

Additional Tips

- Check inventory of cleaning supplies regularly.
- Document completion and any issues for compliance.
- Assign responsibilities to specific staff or teams.