



AM/PM Restaurant Kitchen Checklist

Section: PPO & Cold Sides Stations	AM	PM	Corrective Action Required?
Glassware set up between stations/employees			
Flip, Wrap and Date All Items with Plastic Wrap			
All Opened Products Dated			
All Portioning Tools Stocked			
Check PPE to ensure meets safety requirements			
Clean Inside & Outside of Station			
Stock Back-ups for PPO Station			
Sneeze Shields and other PPE Cleaned w/Glass Cleaner			
Pull Out Station Equipment - Sweep & Mop			

Section: Hot Sides Stations	AM	PM	Corrective Action Required?
Glassware set up between stations/employees			
Clean Inside & Outside of Station			
Check PPE to ensure meets safety requirements			
Stock Back-ups for Station			
Flip, Wrap and Date All Items with Plastic Wrap			
Scrub & Clean Inside/Outside Water Wells			
Restock All To-Go Containers			
All PPE Cleaned w/Glass Cleaner			
Pull Out Station Equipment-Sweep & Mop			

Lose the paper checklist.
Scan the barcode to get started.





Section: Cut Station	AM	PM	Corrective Action Required?
Glassware set up between stations/employees			
Flip, Wrap and Date All Items with Plastic Wrap			
Meat Warmers Cleaned & Turned On/Off			
Break Down & Clean/Sanitize Toaster			
Scrub & Clean Inside/Outside Water Wells			
Clean/Sanitize All Surrounding Walls			
Clean/Sanitize All Scales			
Clean/Sanitize Cutting Gloves			
Wipe Down Heat Lamp			
Sneeze Shields Cleaned w/Glass Cleaner			
Pull Out Station Equipment-Sweep & Mop			
Clear Smokers of All Reheat Meats			

Section: Prep Station	AM	PM	Corrective Action Required?
Glassware set up between stations/employees			
Clean/Sanitize Equipment & Prep Tables			
Ensure PPE meets safety requirements			
Sweep/Mop Walk-in Coolers			
Veggie Chopper Clean, Sanitized & Covered			



Section: Dish Station	AM	PM	Corrective Action Required?
Glassware set up between stations/employees			
Sweep/Deck Brush Kitchen Floors			
Clean/Sanitize All Dishes, No Wet Stacking			
Rolling Carts Cleaned & Sanitized			
Sweep & Mop Front Exterior & Landscaping			
Dumpster Area Clean/Lid Closed			
Organize & Clean All Sink Compartments			
Restock All Latex Gloves, other PPE			
Change Outdoor Trash/Tie & Tuck Bag			
Take In/Out Patio Tables & Chairs			
Sanitizer Buckets Emptied & Cleaned			

Section: Manager - Kitchen Items	AM	PM	Corrective Action Required?
Clean/Organize Mop Sink Area			
Ensure all employees wearing PPE (masks, gloves)			
Turn Off All Equipment, Lights and AC			
Dumpster Lid Closed			
All Doors/Safe Locked			
Walk-in Cooler & Refrigerator Check			
Proper Inventory Check, Shelves Organization			
Ceiling Vent/Filter Check			
Fill out AM prep sheet and pull thaw sheet			



Restaurant Cleaning Checklist

Section: Dining Area	AM	PM	Corrective Action Required?
Floors swept and mopped thoroughly; floor is clear of debris			
Tables and chairs are in good condition, cleaned			
Chairs tucked into correct position, adequately organized and sturdy			
Tables are at least 6 feet apart, appropriate PPE set up			
All shared areas are swept and thoroughly sanitized			
Other COVID-19 protocols or suggestions issued by state/province are enforced			
Hand sanitizer is readily available at various locations throughout the dining area			

Section: FOH	AM	PM	Corrective Action Required?
Wipe down ordering area, sanitize thoroughly			
Front counter is clean, cleared as much as possible			
Glass/plastic PPE clean, working to protect employees			
Gloves, masks, other disposable PPE in stock for employees			
Drink station is clean, all disposable cups/lids are organized, neat			
Sanitizer is readily available for ordering customers			
Condiment area sanitized, clean & orderly			

Lose the paper checklist.
Scan the barcode to get started.





Section: BOH/Kitchen	AM	PM	Corrective Action Required?
All dishes, pots/pans, and utensils are cleaned, dried and stored			
Fridge and freezer temperatures are recorded on temp log, meet expectation			
All sinks are cleaned well, dish soap is stocked for future cleaning			
Ovens are turned off, all spills are wiped up, cleaned thoroughly once weekly			
Work counters are scrubbed and sanitized thoroughly, cleared of all tools			
Floors swept and mopped thoroughly; floor is clear of debris			
All garbage/trash consolidated, removed and properly disposed of			
PPE is wiped clean and inspected to make sure there is no damage			
Dry storage room clean, organized. Cleaning supplies in stock.			
Sanitizer stocked and available at multiple places inside of kitchen			

Section: Outside of Restaurant	AM	PM	Corrective Action Required?
Parking lot clean, clear of debris			
No debris obstructing any pathways to restaurant			
Wipe down windows and other outside facing glassware			
Store appearance meets corporate brand requirements (cleanliness wise)			
Restaurant dumpster/trash area is contained, not overflowing			
Drive-thru lane clear, area around drive-thru lane clean, lacking garbage/debris			



Section: Bathroom	AM	PM	Corrective Action Required?
Sweep and mop floor to clear any garbage, debris or dirt			
Wipe down and sanitize all surfaces, sinks			
Clean all toilets and ensure they're working properly			
Check to make sure toilet paper is stocked, backup roll available			
Sanitizer is stocked and available at the bathroom's entrance			
Wipe down, sanitize paper towel dispenser, hand blower			
Paper towel dispenser stocked, hand blower working			



Store Reopening Checklist

Section: Employee Wellness Check (per employee)	✓ / X
Are you showing symptoms associated with COVID-19?	
Have you been diagnosed with COVID-19?	
Have you had close contact in the past 14 days with someone who has been diagnosed with COVID-19?	
Have you been told by a healthcare or public health official that you should self-quarantine due to potential COVID-19 exposure?	
Have you been told by a healthcare or public health official that you are suspected of having COVID-19?	
Does this employee have a temperature above 38 degrees C or 100 degree F	

Section: Employee Health & Safety	✓ / X
Employees handled takeout order with gloves	
Each store has a personal thermometer	
Staff are not visibly sick (if Staff are showing any symptoms, must be sent home immediately)	
Temperature of staff taken (anyone with fever must be sent home immediately)	
Has anyone shown a temperature of 38 degrees C or 100 degrees F	
Contact minimized between delivery/takeout person	
Employees sanitize after contact with any non-employee	
Employees are maintaining separation between one another	
Every 20 minutes: all staff sanitize or wash hands with soap.	
Each staff member has mask, gloves, and other personal protection available for use	

Lose the paper checklist.
Scan the barcode to get started.





Section: Modified Operations	✓/X
Separate pick up area available	
Queue arranged to space customers out by at least 6 ft (placing stickers on the ground is very effective)	
Takeout prep area wiped down every 20 minutes	
Sanitizer present at takeout area	
Condiments area shut down, all condiments are provided inside take out packages	
Utensils area shut down, all utensils are provided inside take out packages	
Sanitizer present at cash register	
Contactless delivery offered for phone and delivery app orders	
Curbside pickup offered for phone and delivery app orders	
Ensure a minimum of 6 ft between visitors	
Takeout bag completely sealed with tamper-proof sticker	



Section: If Dining Room is Open	✓ / X
No table is within 6 ft of each other	
All menus are digital and accessed online or via QR code	
Condiments are not located on table but provided when asked in single use packets	
Sanitizer bottle is available on each table (pump style)	
Any refills must be done using disposable cup. Cannot under any circumstance refill a cup that has been used	
Staff are wearing masks when serving tables	
Bathroom handles, toilets, sinks are all sanitized	
Garbage bin and paper towel is located next to door of bathroom for people to use if door is not automatic	
Chairs and tables are completely sanitized after each guest leaves	
No bar seat can be within 6 feet of where drinks are poured or food is prepared	
No common item food is available like nuts bowls	
Each guest is asked to sanitize their hands and phones as they enter the store	