

Front of House Daily Cleaning Checklist








Use the checklist below to make sure your front of house stays in tip top shape! Add your own unique tasks and have your staff initial as each task is completed.

DATE: _____

TASK	SUGGESTED TOOL	TIMES	STAFF INITIAL	MGMT. INITIALS
Clean and sanitize lobby, checking area, tables, counters and hard surfaces	3M™ Sanitizer Concentrate #16, Scotch-Brite™ Low Scratch Scour Sponge 3000HEX, Scotch-Brite™ High Performance Cloths			
Clean chairs, booths, and benches	3M™ Quat Disinfectant Cleaner Concentrate #5, 3M™ Neutral Quat Disinfectant Cleaner Concentrate #23, 3M™ HB Quat Disinfectant Cleaner Concentrate #25, 3M™ Quat Disinfectant Cleaner RCT Concentrate #40, 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41, 3M™ MBS Disinfectant Cleaner Concentrate #42			
Sanitize all menus and menu cards/inserts	3M™ Sanitizer Concentrate #16, Scotch-Brite™ Power Sponge 3000 and 3000CC			
Inspect and wipe down condiment bottles and containers, salt and pepper shakers, condiment organizers	3M™ Sanitizer Concentrate #16, Scotch-Brite™ High Performance Cloths			
Clean glass surfaces, windows, mirrors, etc.	3M™ Glass Cleaner and Protector #17, Scotch-Brite™ High Performance Cloths			
Clean doors, including tracks and frames	3M™ General Purpose Cleaner Concentrate #8, Scotch-Brite™ Light Duty Scrub Sponge 63			
Dust shelves and displays	3M™ Easy Trap Sweep & Dust Sheets			
Wipe down walls	3M™ General Purpose Cleaner Concentrate #8, Scotch-Brite™ Easy Erasing Pad 4004CC and 4004BP			
Disinfect doorknobs/handles	3M™ Quat Disinfectant Cleaner Concentrate #5, 3M™ Neutral Quat Disinfectant Cleaner Concentrate #23, 3M™ HB Quat Disinfectant Cleaner Concentrate #25, 3M™ Quat Disinfectant Cleaner RCT Concentrate #40, 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41, 3M™ MBS Disinfectant Cleaner Concentrate #42			
Clean and disinfect bussing station	3M™ Quat Disinfectant Cleaner Concentrate #5, 3M™ Neutral Quat Disinfectant Cleaner Concentrate #23, 3M™ HB Quat Disinfectant Cleaner Concentrate #25, 3M™ Quat Disinfectant Cleaner RCT Concentrate #40, 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41, 3M™ MBS Disinfectant Cleaner Concentrate #42			
Sweep floors	Scotch-Brite™ Angled Broom			
Mop floors	3M™ Quat Disinfectant Cleaner Concentrate #5, 3M™ Neutral Quat Disinfectant Cleaner Concentrate #23, 3M™ HB Quat Disinfectant Cleaner Concentrate #25, 3M™ Quat Disinfectant Cleaner RCT Concentrate #40, 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41, 3M™ MBS Disinfectant Cleaner Concentrate #42 3M™ Easy Clean Disposable Floor Mop, Scotch-Brite™ Professional Standard Mop, 3M™ Easy Scrub Microfiber Mop Pad			
General cleaning and disinfecting	3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate #41			

TASK	HOW TO CLEAN	TIMES	STAFF INITIAL	MGMT. INITIALS
Run cloth napkins, tablecloths and aprons through washing machine	Treat stains as needed and follow all care instructions for different fabrics. Take care not to overload washers or dryers.			
Vacuum carpets and spot clean as needed	Vacuum all areas, making sure to get beneath chairs, tables, booths, host stands, etc. Check all corners and edges, using a crevice tool or brush to remove debris.			
Vacuum and clean entrance mats	Vacuum mats thoroughly and spot clean with soap and water or a neutral cleaner as needed. Allow mats to dry completely before putting back into service.			
Clean mops	Rinse mop head in warm water using a mild detergent. Thoroughly wring out and hang to dry in a well-ventilated area.			
Take out trash and recycling	Make sure not to overfill trash bins and to tie trash bags tightly to prevent rips or spills. Break down all cardboard and make sure cartons are thoroughly rinsed.			

3M™ Cleaning Concentrates. A concentrated solution for almost any cleaning challenge.

<p>5 3M™ Quat Disinfectant Cleaner Concentrate EPA-registered, for use in hospitals. Kills HIV-1, MRSA, VRE, herpes simplex I and II and other pathogens. Rinse-free, pleasant fragrance. RTU color: Light green. TNF 127; FCS 107 gallons.</p> 	<p>16 3M™ Sanitizer Concentrate EPA-registered sanitizer for walls, floors and other hard, non-porous surfaces. Safe for sanitizing food contact surfaces. RTU color: Clear. TNF 135; FCS 75 gallons.</p> 	<p>23 3M™ Neutral Quat Disinfectant Cleaner Concentrate For use in restaurants and hospitals. EPA-registered disinfectant cleaner kills HBV, HIV-1, MRSA, VRE, herpes simplex I and II and other pathogens. Rinse-free, low-foaming, neutral pH formula. RTU color: Light green. TNF 120; FCS 100 gallons.</p> 	<p>40 3M™ Disinfectant Cleaner RCT Concentrate EPA-registered. For use in hospitals. Kills HIV-1, HBV, MRSA, VRE, KPC, <i>Acinetobacter</i> and other pathogens in three minutes. Rinse free, fragrance free and dye free. RTU color: Clear. TNF 123; FCS 116 gallons.</p> 
<p>8 3M™ General Purpose Cleaner Concentrate All-purpose, everyday cleaner. Use on floors, walls and other nonporous surfaces. RTU color: Light pink. TNF 35; FCS 35 gallons.</p> 	<p>17 3M™ Glass Cleaner and Protector Scotchgard™ Technology helps reduce fogging on windows and mirrors after repeated use. RTU color: Blue. TNF 42; FCS 40 gallons.</p> 	<p>25 3M™ HB Quat Disinfectant Cleaner Concentrate Rinse-free, EPA-registered disinfectant for cleaning noncritical items. For use in hospitals. Kills hepatitis B virus (HBV), HIV, MRSA, VRE, herpes simplex I and II and other pathogens. RTU color: Clear to light yellow. TNF 180; FCS 155 gallons.</p> 	<p>41 3M™ MBS Disinfectant Cleaner Fresh Scent Concentrate EPA-registered. For use in hospitals. Kills HIV-1, Hepatitis B and C, Norovirus, MRSA, VRE, <i>Acinetobacter baumannii</i>, Influenza A Virus and other pathogens in five minutes. Fresh scent fragrance. RTU color: Green. TNF 123; FCS 110 gallons.</p> 