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|  |  Toronto Harbour Light Ministries Homestead Addiction Services |

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| **CLEANING CHECKLISTS** |
| Section: Kitchen |
| Policy Number: Kitchen-003 | Effective Date: 2009 | Last Reviewed: June 2016 |
| Applicability: Kitchen | Authority: Executive Director | Revision History: Annual |

**EVENING CHECKLIST**

* Make sure the following machines are turned off:
* Coffee machine
* Stove
* Oven
* Deep fryer
* Steam table
* Toaster
* Air Conditioning Unit
* Wash all the trays, pots, pans, other dishes and the coffee pots
* Wipe all the counters and the steam table
* Empty the garbage
* Sweep and mop the kitchen floor only
* Wipe the walls around the sink
* Wash the hand washing sink

**WEEKLY CHECKLIST**

* Clean steam table, change the water
* Move toaster, clean out crumbs, wipe the counter
* Wipe the stovetops, sides of the stove and the deep fryer
* Wipe the shelf on the top the stove
* Move all the equipment (meat slicer, coffee grinder, coffee maker, microwave) and wipe the counter and the walls.

**BI-WEEKLY CHECKLIST (MONDAY & THURSDAY)**

* Wipe the walls, sweep and mop the floor fridge/freezer
* Wipe the top and the sides of all the freezers
* Wipe the doors and the inside shelves of the walk-in fridge and freezer room

**MONTHLY CHECKLIST**

* Change the oil in the deep fryer
* Clean inside the ovens
* Sweep and mop in the storage rooms
* Sweep and wipe all the shelves in the kitchen. Remove all the products, etc.