

## Shut Down Tick Sheet – General Cleaning

Kitchen Location: \_\_\_\_\_

Date: \_\_\_\_\_

JOBS	✓
<ul style="list-style-type: none"> <li>Scrub all benches with hot, soapy water. Make sure to clean underneath the edges. Sanitise all surfaces.</li> </ul>	
<ul style="list-style-type: none"> <li>Clean any range hoods and sanitise.</li> </ul>	
<ul style="list-style-type: none"> <li>Clean sinks, drains and taps and sanitise.</li> </ul>	
<ul style="list-style-type: none"> <li>Wipe ceiling fans of dust.</li> </ul>	
<ul style="list-style-type: none"> <li>Clean any small electrical equipment (e.g. blenders, food processors, toasters) and make sure the bottom of the item and any spill trays are clean and free from dirt and food.</li> </ul>	
<ul style="list-style-type: none"> <li>Wash all tea towels, table cloths, aprons and uniforms and put them away neatly.</li> </ul>	
<ul style="list-style-type: none"> <li>Check that linens and uniforms are still in good, useable condition. Request new ones from your supervisor if necessary.</li> </ul>	
<ul style="list-style-type: none"> <li></li> </ul>	
<p align="center"><b>COMMENTS AND / OR ISSUES</b></p>	
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Completed by: \_\_\_\_\_ Supervisor signature: \_\_\_\_\_