

Restaurant Maintenance Checklist



Daily Tasks | Date:

Tasks	Person Responsible	Notes
Clean and sanitize cooking surfaces (grills, flat-top, oven exteriors, prep tables)		
Inspect and clear floor drains and grease traps (small internal)		
Empty and clean fryer baskets; wipe exterior of fryer		
Clean and sanitize all prep tables, counters, and utensils		
Inspect and wipe down kitchen equipment exteriors (mixers, slicers, etc.)		
Clean walk-in cooler/freezer interior surfaces (shelves, walls)		
Check hand-held tool calibration (thermometers, probes) Clean and sanitize beverage dispensers and ice machine components (nozzles, bins)		
Sweep and mop floors in kitchen and dining areas		
Check and stock handwashing stations (soap, towels, sanitizer)		
Clean and sanitize high-touch surfaces (tables, chairs, door handles)		
Check restrooms: clean surfaces, stock soap/towels, empty bins		
Verify dishwasher detergent and rinse aid levels; clean filters		
Check lighting (bulbs and fixtures); note any burned-out bulbs		
(Seasonal) Remove snow/ice and salt walkways and parking lots; Put down floor runners		

Restaurant Maintenance Checklist



Weekly Tasks | Week of:

Tasks	Person Responsible	Notes
Deep clean oven interiors and remove racks		
Remove and soak hood/exhaust filters; clean hood interiors		
Test and clean dishwasher interior (run cleaning cycle or descaler)		
Replace burner drip trays and clean grates on stove and range		
Inspect refrigerator/freezer door gaskets; clean or replace as needed		
Clean condenser coils on refrigeration units (vacuum/brush)		
Inspect and empty under-sink grease traps and floor drain strainers		
Deep clean and sanitize ice machine per manufacturer		
Check HVAC intake/vent filters; clean or replace if dirty		
Test lighting circuits (switches, GFCIs at sinks)		
Sanitize entire ice machines (interior cleaning cycle)		
Clean glassware storage areas		

Restaurant Maintenance Checklist



Monthly Tasks | Month of:

Task	Person Responsible	Notes
Deep clean walk-in cooler/freezer - check for signs of weak, leaks or temperature inconsistencies		
Deep clean behind all equipment (stoves, refrigerators)		
Inspect fire suppression hood system and extinguishers (verify gauges/tags)		
Review maintenance logs and update schedules; report any trends		
Sanitize entire ice machine (interior cleaning cycle)		
Inspect dining-area and exterior (patio, parking): clean debris		
Replace water filters (coffee machines, beverage systems)		
Check and calibrate thermostat settings (HVAC, walk-ins)		
Test emergency exit lights and alarm systems		
Lubricate door hinges, wheels, and moving parts on equipment		
Professionally clean floor mats (more frequently per usage volume)		

Quarterly Tasks

Task	Person Responsible	Notes
Pest-control service (inside and outside, traps/bait stations)		
Fire extinguishers inspected and certified by a trained technician		

Restaurant Maintenance Checklist



Semi-annual Tasks

Task	Person Responsible	Notes
Plenum professionally cleaned		
Full fire-suppression system inspected and certified		
Professional inspection and maintenance of refrigeration equipment (possibly quarterly)		

Annual Tasks

Task	Person Responsible	Notes
Professional inspection and cleaning of HVAC system		
Calibrate kitchen thermometers and probes (ice-point/boil-point)		
Professional service grease traps/interceptors (external)		
Professional inspection of all gas lines/connections on all cooking equipment		
Review and update SOPs for maintenance tasks		
Roof and exterior building inspection		
Backflow preventer test and certification		
Comprehensive maintenance program review and budget planning		
Staff training refresh on equipment safety and maintenance procedures		
Professional hood and duct deep-clean service (more frequently per usage volume)		