

Restaurant maintenance checklist

Daily

Completed	Task	Responsible	Notes
	Clean and sanitize cooking surfaces (grills, flat-top, oven exteriors, prep tables).	Kitchen Staff (Chef/Cook)	
	Empty and clean fryer baskets; wipe exterior of fryer.	Kitchen Staff	
	Clean and sanitize all prep tables, counters, and utensils.	Kitchen Staff/ Manager	
	Clean and sanitize beverage dispensers and ice machine components (nozzles, bins).	Kitchen Staff	
	Sweep and mop floors in kitchen and dining areas.	Cleaning Staff/Busser	
	Inspect and clear floor drains and grease traps (small internal).	Kitchen Staff	
	Check and stock handwashing stations (soap, towels, sanitizer).	All Staff/ Manager	
	Verify dishwasher detergent and rinse aid levels; clean filters.	Kitchen Staff	
	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).	Kitchen Manager	



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Daily

Completed	Task	Responsible	Notes
<input type="checkbox"/>	Check lighting (bulbs and fixtures); note any burned-out bulbs.	Staff/ Manager	
<input type="checkbox"/>	Clean and sanitize high-touch surfaces (tables, chairs, door handles).	FOH Staff/ Busser	
<input type="checkbox"/>	Check restrooms: clean surfaces, stock soap/towels, empty bins.	FOH Staff	

Weekly

Completed	Task	Responsible	Notes
<input type="checkbox"/>	Deep clean oven interiors and remove racks.	Kitchen Staff	
<input type="checkbox"/>	Remove and soak hood/exhaust filters; clean hood interiors.		
<input type="checkbox"/>	Test and clean dishwasher interior (run cleaning cycle or descaler).		
<input type="checkbox"/>	Replace burner drip trays and clean grates on stove and range.		
<input type="checkbox"/>	Inspect refrigerator/freezer door gaskets; clean or replace as needed.		
<input type="checkbox"/>	Clean condenser coils on refrigeration units (vacuum/brush).	Kitchen Staff/ Maintenance	
<input type="checkbox"/>	Deep clean and sanitize ice machine per manufacturer (if weekly recommended).	Kitchen Staff/ Contractor	

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Weekly

Completed	Task	Responsible	Notes
	Inspect and empty under-sink grease traps and floor drain strainers.	Kitchen Staff	
	Check HVAC intake/vent filters; clean or replace if dirty.	Maintenance Staff	
	Test lighting circuits (switches, GFCIs at sinks).		

Monthly

Completed	Task	Responsible	Notes
	Check and calibrate thermostat settings (HVAC, walk-ins)	Maintenance/ Kitchen Manager	
	Change HVAC system air filters.	Maintenance Staff/ Contractor	
	Deep clean walk-in cooler/freezer (defrost if needed).	Kitchen Staff/ Contractor	
	Sanitize entire ice machine (interior cleaning cycle).		
	Inspect fire suppression hood system and extinguishers (verify gauges/tags).		
	Test emergency exit lights and alarm systems.	Manager/ Maintenance	
	Inspect roof and gutters for leaks/debris.	Maintenance/ Contractor	

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Monthly

Completed	Task	Responsible	Notes
	Lubricate door hinges, wheels, and moving parts on equipment.	Maintenance Staff	
	Deep clean behind all equipment (stoves, refrigerators).	Kitchen Staff	
	Review maintenance logs and update schedules; report any trends.	Manager/ Operations Team	
	Inspect dining-area and exterior (patio, parking): clean debris, check lighting.	Manager/ Custodial	
	Replace water filters (coffee machines, beverage systems).	Kitchen Staff	

Annually

Completed	Task	Responsible	Notes
	Professional inspection and cleaning of HVAC system.	HVAC Contractor	
	Professional hood and duct deep-clean service.	Kitchen Exhaust Contractor	
	Inspect refrigeration units (coils, refrigerant) by technician.	Refrigeration Technician	
	Calibrate kitchen thermometers and probes (ice-point/boil-point).	Kitchen Manager	
	Professional service grease traps/interceptors (external).	Plumbing Contractor	



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Annually

Completed	Task	Responsible	Notes
	Inspect gas lines/connections on all cooking equipment.	Gas Service Technician	
	Pest-control service (inside and outside, traps/bait stations).	Pest Control Contractor	
	Review and update SOPs for maintenance tasks.	Operations Manager	
	Conduct cross-location maintenance audit.	Regional Manager	
	Roof and exterior building inspection.	Building Inspector/Contractor	
	Full fire-suppression system inspection and certification.	Fire Safety Inspector	
	Backflow preventer test and certification.	Plumbing Contractor	
	Comprehensive maintenance program review and budget planning.	Operations Manager	
	Staff training refresh on equipment safety and maintenance procedures.	Manager/HR	



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