

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.022 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 3
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REPAIR, MAINTENANCE AND CLEANING CHECK LIST

The repair maintenance and cleaning check list is used to ensure that each kitchen is well maintained, clean and that repair work can be followed up at all times.

Each sous chef in charge will use the attached checklist for purposes of following up. Checking will be conducted on a weekly basis and a works/repair request will be raised if necessary.

The repair and maintenance checklist and related work/repair request is then submitted to the executive chef with the kitchen log book every Saturday morning for approval.

Once approved, maintenance action the request.

The sous chef in charge will need to keep a record of this check list once returned from executive chef.

Every sous chef in charge must structure his/her cleaning checklist according to his/her kitchen.

Attached is a simple of some of the main items which must be on every list.

Each check list needs to be in the same format as attached, but specific to each kitchen.



RESOURCE LIBRARY - KITCHEN

Kitchen Management

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PAGE 2 OF 3

REPAIR, MAINTENANCE AND CLEANING CHECK LIST

Kitchen..... date.....

Prepared by.....

	Cleaning status			Maintenance status		
	Good	poor	remarks	Good	poor	remarks
Kitchen floor						
Drainage						
Grease trap						
Walls						
Ceiling						
Lighting						
Working table						
Drawers						
Table shelf						
Overhead table						
Rack trolleys						
Cold trolleys						
Mixing machine						
Salad drier						
Meat slicer						
Garbage bin						
Fridge						
Sink						
Chiller						

Signed sous chef in charge.....

Signed executive chef.....

Signed steward chef.....

WEEKLY KITCHEN CLEANLINESS & SANITATION CHECKLIST

Inspector.....kitchen.....

Inspector.....date.....

Inspector.....time.....

items	good	poor	action	items	good	poor	action
Floors				Food temperature			
Doors				Fridge food cover			
Walls				Fridge food dated			
Ceiling				Fridge no food on floor			
Windows				Fridge no boxes			
Extractor hood				Fridge proper storage			
Bins				Defrosting procedure			
Drains				Chef s cleanliness			
Hand sink				Chef s private UT box			
Hot top range				Trolley clean			
Oven				Heated cabinet trolley			
Kettles							
Braising pan							
Counter							
Shelves							
Equipment machines							
Ice machine							
Utensils							
Cutting board							
Pot wash area							
Dish wash area							
Walk in fridge							
Roll in fridge							
Ref drawers							
Door fridge							
Freezer							
Walk in freezer							
Blast chiller							