



# FOH Daily Cleaning Schedule

Front-of-house daily cleaning checklist for restaurants, cafes and food businesses. Print one per week and tick off each task as completed.

<b>Week Commencing:</b>		<b>Location:</b>	
<b>Completed By:</b>		<b>Reviewed By:</b>	

## Daily FOH Cleaning Tasks

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Wipe down all tables and chairs							
Sweep and mop dining area floor							
Clean windows, glass panels and mirrors							
Wipe and sanitise menus							
Clean and refill condiment holders							
Sweep entrance area and doorway							
Check, clean and restock customer toilets							
Empty all bins and fit new liners							
Sanitise high-touch surfaces (door handles, card machines, handrails)							
Wipe down service counters and display areas							
Clean and polish bar area / drinks station							
Tidy and wipe down waiting area / reception							

## FOH Sign-off

<b>Date:</b>		<b>Initials/Signature:</b>	
<b>Corrective Action / Notes</b>			



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