



Daily Cleaning

TASK CHECKLIST

DATE

SHIFT POINT
PERSON

SHIFT NUMBER

FRONT OF HOUSE

TIME:	NAME:	TIME:	NAME:
☐ DISINFECT FRONT COUNTER		☐ DISINFECT FRONT COUNTER	
☐ REFILL HAND SANITIZER		☐ REFILL HAND SANITIZER	
☐ DISINFECT ALL DOOR HANDLE(S)		☐ DISINFECT ALL DOOR HANDLE(S)	
☐ DISINFECT TABLE(S) (AFTER EACH USE)		☐ DISINFECT TABLE(S) (AFTER EACH USE)	
☐ DISINFECT CHAIR(S) (AFTER EACH USE)		☐ DISINFECT CHAIR(S) (AFTER EACH USE)	
☐ DISINFECT MENUS (AFTER EACH USE)		☐ DISINFECT MENUS (AFTER EACH USE)	

BACK OF HOUSE

TIME:	NAME:	TIME:	NAME:
☐ DISINFECT COUNTERTOP(S)		☐ DISINFECT COUNTERTOP(S)	
☐ DISINFECT SHARED UTENSILS		☐ DISINFECT SHARED UTENSILS	
☐ DISINFECT SHARED MACHINERY		☐ DISINFECT SHARED MACHINERY	
☐ REFILL HAND SANITIZER		☐ REFILL HAND SANITIZER	
☐ REPLENISH STAFF MASKS & GLOVES		☐ REPLENISH STAFF MASKS & GLOVES	
☐ REFILL CLEANSER DISPENSER(S)		☐ REFILL CLEANSER DISPENSER(S)	

BATHROOM(S)

TIME:	NAME:	TIME:	NAME:
☐ DISINFECT DOOR HANDLE(S)		☐ DISINFECT DOOR HANDLE(S)	
☐ REFILL SOAP DISPENSER(S)		☐ REFILL SOAP DISPENSER(S)	
☐ SCRUB SINK(S)		☐ SCRUB SINK(S)	
☐ SCRUB TOILET(S)		☐ SCRUB TOILET(S)	
☐ REPLACE PAPER NAPKINS/TOWELS		☐ REPLACE PAPER NAPKINS/TOWELS	
☐ EMPTY TRASH		☐ EMPTY TRASH	