



— COMMERCIAL —  
**KITCHEN  
CLOSING**

 **CHECK LIST**



A Complete Step-by-Step Guide to  
Proper Closing Procedures for a  
Clean, Safe & Inspection-Ready Kitchen



**MAINTAIN  
SANITATION**



**PREVENT  
PESTS**



**PASS HEALTH  
INSPECTIONS**



**IMPROVE  
EFFICIENCY**



**PROTECT YOUR  
BUSINESS**

 **CLEAN TODAY. READY TOMORROW. PROTECT ALWAYS.** 

# IMPORTANT NOTICE

This document is a **sample version** of the Commercial Kitchen Closing Guide.

Customers of **Cardinal Pest Management** will receive a **non-branded version** of this guide that can be distributed to managers and staff for daily use. This allows your team to maintain a clean, consistent, and inspection-ready kitchen environment.

**Cardinal Pest Management can also modify and customize this manual** to better fit the specific needs and operations of your commercial food handling establishment.

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## **COMMERCIAL KITCHEN CLOSING CHECKLIST**

*Cardinal Pest Management – Sample Version*

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### **MASTER CLOSING CHECKLIST (ALL KITCHENS)**

#### **FOOD & PREP AREAS**

- Remove all exposed food from prep areas
  - Store all food in sealed, labeled containers
  - Discard expired or unsafe food
  - Wipe down all prep surfaces
  - Clear all cutting boards and workstations
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#### **GREASE & OIL CONTROL**

- Drain and remove grease from fryers
  - Dispose of grease in approved exterior container
  - No grease or oil stored inside overnight**
  - Clean fryer exteriors and surrounding areas
  - Remove grease buildup from floors and walls
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## **DRAINS & PLUMBING**

- Clean all floor drains (remove debris/slime)
  - Flush floor drains
  - Clean sink drains and strainers
  - Remove and clean drain covers/screens
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## **TRASH & WASTE MANAGEMENT**

- Remove all trash from building
  - Take trash to exterior dumpster
  - Clean and sanitize all trash cans
  - Install new trash liners
  - Clean area around trash storage
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## **KITCHEN CLEANING**

- Sweep all floors
  - Mop all floors with proper solution
  - Clean under equipment where accessible
  - Wipe down all counters
  - Clean and polish stainless steel surfaces
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## **FOOD PREP EQUIPMENT**

- Clean and sanitize cutting boards
  - Clean chopping blocks
  - Clean slicers and food prep equipment
  - Remove all food debris
  - Sanitize all food contact surfaces
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## **BEVERAGE & SODA STATIONS**

- Remove soda fountain nozzles
  - Clean and sanitize spray heads
  - Clean drip trays
  - Wipe down beverage machines
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## **SPECIAL EQUIPMENT**

- Clean milkshake machines
  - Sanitize internal components
  - Wipe down exterior surfaces
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## **DINING & RESTROOMS**

- Sanitize tables and booths
  - Wipe down seating areas
  - Clean and disinfect restrooms
  - Clean sinks, toilets, handles, and floors
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## **EQUIPMENT SHUTDOWN (CRITICAL)**

- All stoves turned off
  - All ovens turned off
  - All fryers turned off
  - Small appliances powered down
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## **CLEANING TOOLS**

- Empty mop buckets
  - Clean mop buckets
  - Hang mops to dry
  - Store cleaning tools properly
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## **FAST FOOD (DISPOSABLE SERVICE) CHECKLIST**

- Restock cups, lids, and straws
  - Restock napkins and wrappers
  - Restock all disposable food containers
  - Remove excess cardboard and packaging
  - Clean and organize service counters
  - Ensure drive-thru and front service areas are stocked
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## **FULL-SERVICE RESTAURANT CHECKLIST (NON-DISPOSABLE)**

- Wash all plates, bowls, and utensils
  - Sanitize all dishware
  - Dry all dishware completely
  - Store dishware properly
  - Clean dishwasher interior
  - Remove and clean dishwasher filters
  - Clean spray arms and jets
  - Clean dishwashing station floors and walls
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## **FINAL WALKTHROUGH CHECKLIST**

Before closing the building:

- No food left exposed
- No trash left inside
- No grease or oil stored inside
- All drains cleaned
- All surfaces sanitized
- All equipment turned off

