

FREE OPERATIONAL TEMPLATE

Cleaning and Sanitation Checklist

Use this 60-point checklist to verify cleaning schedules, hygienic zones, chemicals, food-contact surfaces, warewashing, deep cleaning, verification, incidents, and corrective-action closure.

Restaurant / location

Review date

Reviewer

Sanitation lead

1. Program setup, scope, standards, ownership, and release rules

- 1** Confirm the location, review date, reviewer, sanitation lead, operating areas, shift, and cleaning period included in the check.

CLEANING & SANITATION

NAME Enter

DATE / TIME Enter

APPROVAL Sign

Execution tip: Define the sanitation scope, responsibilities, critical release criteria, evidence rules, and escalation routes before cleaning begins.

- 2** Define the sanitation scope for food-contact surfaces, equipment, non-food-contact areas, utilities, customer areas, waste zones, and exterior spaces.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

Execution tip: Define the sanitation scope, responsibilities, critical release criteria, evidence rules, and escalation routes before cleaning begins.

- 3** Verify current master sanitation schedules, SSOPs, chemical instructions, safety data sheets, equipment manuals, and emergency procedures are available.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A

Execution tip: Define the sanitation scope, responsibilities, critical release criteria, evidence rules, and escalation routes before cleaning begins.

- 4** Review previous sanitation failures, customer complaints, pest evidence, positive swabs, chemical incidents, maintenance work, and overdue actions.

CRITICAL

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

Execution tip: Define the sanitation scope, responsibilities, critical release criteria, evidence rules, and escalation routes before cleaning begins.

- 5** Define stop-use and release criteria for visible soil, chemical residue, failed sanitizer, allergen residue, pathogen risk, pest contamination, sewage, and

CRITICAL

CLEANING & SANITATION

ACTUAL Enter

TARGET Enter

DEVICE ID Enter

Execution tip: Define the sanitation scope, responsibilities, critical release criteria, evidence rules, and escalation routes before cleaning begins.

- 6** Confirm ownership for cleaning, inspection, chemical control, verification, maintenance, area release, retraining, and corrective-action closure.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

Execution tip: Define the sanitation scope, responsibilities, critical release criteria, evidence rules, and escalation routes before cleaning begins.

2. Master cleaning schedule, hygienic zoning, frequencies, and tools

- 7 Check the master schedule lists each area or item, frequency, method, chemical, concentration, contact time, tools, owner, and verifier.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Use a master schedule that links each area or item to its risk, method, frequency, chemistry, tools, owner, and verification requirement.

- 8 Verify frequencies reflect food risk, soil load, operating hours, shifts, allergen changeovers, environmental exposure, and equipment design.

CLEANING & SANITATION

Compliant Partial Non-compliant N/A

 **Execution tip:** Use a master schedule that links each area or item to its risk, method, frequency, chemistry, tools, owner, and verification requirement.

- 9 Confirm hygienic zones, colour-coded tools, tool storage, and movement controls prevent cross-contamination between raw, ready-to-eat, allergen, waste, restroom, and exterior areas.

CRITICAL

CLEANING & SANITATION

Clean Needs action Critical LIVE PHOTO Add

 **Execution tip:** Use a master schedule that links each area or item to its risk, method, frequency, chemistry, tools, owner, and verification requirement.

- 10 Verify cleaning sequence and clean-to-dirty routes prevent splash, aerosols, debris, and traffic from contaminating exposed food or released areas.

CLEANING & SANITATION

Clean Needs action Critical LIVE PHOTO Add

 **Execution tip:** Use a master schedule that links each area or item to its risk, method, frequency, chemistry, tools, owner, and verification requirement.

- 11 Inspect brushes, squeegees, mops, cloths, hoses, foaming equipment, buckets, scrapers, and vacuum tools for cleanliness, condition, and dedicated use.

CLEANING & SANITATION

Clean Needs action Critical LIVE PHOTO Add

 **Execution tip:** Use a master schedule that links each area or item to its risk, method, frequency, chemistry, tools, owner, and verification requirement.

- 12 Confirm cleaning tools are washed, sanitized where required, dried, stored off the floor, protected from contamination, and replaced when worn or damaged.

CLEANING & SANITATION

Compliant Partial Non-compliant N/A

 **Execution tip:** Use a master schedule that links each area or item to its risk, method, frequency, chemistry, tools, owner, and verification requirement.

3. Cleaning chemicals, dilution, contact time, storage, and safety controls

- 13** Confirm detergents, sanitizers, disinfectants, descalers, degreasers, and specialty products are approved for the intended surface, soil, and food operation.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Follow the approved product label and safety information, and verify concentration, contact time, compatibility, storage, and PPE before use.

- 14** Verify original and secondary labels, expiry dates, batch or lot details, supplier instructions, safety data sheets, and emergency information are current and legible.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A

 **Execution tip:** Follow the approved product label and safety information, and verify concentration, contact time, compatibility, storage, and PPE before use.

- 15** Measure chemical dilution or sanitizer concentration with the approved test method before use and at the required frequency.

CRITICAL

CLEANING & SANITATION

ACTUAL Enter TARGET Enter DEVICE ID Enter

 **Execution tip:** Follow the approved product label and safety information, and verify concentration, contact time, compatibility, storage, and PPE before use.

- 16** Confirm required contact time, application temperature, water quality, rinse requirement, and surface compatibility are followed.

CRITICAL

CLEANING & SANITATION

PRODUCT Enter DILUTION Enter CONTACT Enter

 **Execution tip:** Follow the approved product label and safety information, and verify concentration, contact time, compatibility, storage, and PPE before use.

- 17** Store chemicals securely, segregated from food, packaging, utensils, and clean tools, with spill control and restricted access.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

 **Execution tip:** Follow the approved product label and safety information, and verify concentration, contact time, compatibility, storage, and PPE before use.

- 18** Verify dispensers, dosing systems, test strips, titration kits, thermometers, and measuring devices are within date, functional, and calibrated where required.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Follow the approved product label and safety information, and verify concentration, contact time, compatibility, storage, and PPE before use.

4. Area preparation, food protection, dismantling, and gross-soil removal

- 19 Remove or protect food, ingredients, packaging, utensils, labels, clean equipment, and personal items before cleaning starts.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Protect food and clean items first, isolate energy safely, dismantle to the approved depth, and remove gross soil without spreading contamination.

- 20 Switch off, cool, drain, depressurize, and isolate equipment using the approved safety or lockout procedure before dismantling.

CRITICAL

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Protect food and clean items first, isolate energy safely, dismantle to the approved depth, and remove gross soil without spreading contamination.

- 21 Dismantle removable parts to the approved depth and identify food traps, hollow sections, seals, guards, blades, nozzles, and difficult-access points.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action



Execution tip:

Protect food and clean items first, isolate energy safely, dismantle to the approved depth, and remove gross soil without spreading contamination.

- 22 Remove scraps, grease, scale, deposits, labels, packaging, and other gross soil before detergent application without spreading contamination.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Protect food and clean items first, isolate energy safely, dismantle to the approved depth, and remove gross soil without spreading contamination.

- 23 Use suitable water pressure and application methods to avoid aerosols, splash, electrical damage, blocked drains, and transfer of soil into clean zones.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Protect food and clean items first, isolate energy safely, dismantle to the approved depth, and remove gross soil without spreading contamination.

- 24 Confirm area boundaries, warning signs, PPE, ventilation, traffic restrictions, drainage, and slip controls are in place before wet or chemical cleaning.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Protect food and clean items first, isolate energy safely, dismantle to the approved depth, and remove gross soil without spreading contamination.

5. Food-contact surfaces, utensils, equipment, sanitizing, and reassembly

- 25 Wash food-contact surfaces, utensils, containers, cutting boards, knives, probes, slicers, mixers, dispensers, and removable parts using the approved sequence.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Clean first, rinse when required, sanitize at the approved strength and contact time, air-dry, and prevent recontamination before release.

- 26 Rinse when required so loosened soil, detergent, foam, and residue are removed before sanitizing or final treatment.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Clean first, rinse when required, sanitize at the approved strength and contact time, air-dry, and prevent recontamination before release.

- 27 Apply sanitizer at the approved concentration and keep the complete surface wet for the full required contact time.

CRITICAL

CLEANING & SANITATION

ACTUAL

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TARGET

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DEVICE ID

Enter



Execution tip:

Clean first, rinse when required, sanitize at the approved strength and contact time, air-dry, and prevent recontamination before release.

- 28 Air-dry or use an approved drying method, and do not towel-dry with cloths that can recontaminate the surface.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Clean first, rinse when required, sanitize at the approved strength and contact time, air-dry, and prevent recontamination before release.

- 29 Reassemble equipment hygienically and protect cleaned parts from bare hands, dirty tools, splash, dust, lubricants, and floor contact.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Clean first, rinse when required, sanitize at the approved strength and contact time, air-dry, and prevent recontamination before release.

- 30 Inspect and release food-contact surfaces before production, and reclean and reverify any area with soil, residue, odour, moisture, damage, or failed results.

CRITICAL

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Clean first, rinse when required, sanitize at the approved strength and contact time, air-dry, and prevent recontamination before release.

6. Facilities, non-food-contact areas, drains, deep cleaning, and storage spaces

- 31** Clean non-food-contact equipment surfaces, controls, handles, shelves, carts, racks, doors, guards, panels, wheels, and touchpoints.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Inspect visible and hidden areas, including drains, under-equipment spaces, seals, high-level structures, condensation points, and hard-to-reach surfaces.

- 32** Clean floors, coving, walls, ceilings, vents, lights, pipes, cable trays, high-level structures, and difficult-access ledges at the approved frequency.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Inspect visible and hidden areas, including drains, under-equipment spaces, seals, high-level structures, condensation points, and hard-to-reach surfaces.

- 33** Clean drains, traps, grease areas, waste rooms, and sewage-risk points using dedicated tools and a sequence that prevents contamination of food areas.

CRITICAL

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Inspect visible and hidden areas, including drains, under-equipment spaces, seals, high-level structures, condensation points, and hard-to-reach surfaces.

- 34** Inspect under and behind equipment, hollow framework, wheels, seals, joints, cracks, insulation, condensation points, and utility penetrations for soil or damage.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Inspect visible and hidden areas, including drains, under-equipment spaces, seals, high-level structures, condensation points, and hard-to-reach surfaces.

- 35** Clean cold rooms, chillers, freezers, ice machines, water dispensers, dry stores, ingredient bins, and storage racks using the approved method.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Inspect visible and hidden areas, including drains, under-equipment spaces, seals, high-level structures, condensation points, and hard-to-reach surfaces.

- 36** Verify restrooms, handwash stations, staff rooms, customer areas, receiving docks, exterior areas, and cleaning stores are clean, stocked, and free from odour or standing water.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Inspect visible and hidden areas, including drains, under-equipment spaces, seals, high-level structures, condensation points, and hard-to-reach surfaces.

7. Warewashing, dishwashing, sinks, machines, and clean-item storage

- 37 Verify warewashing sinks, dishwashers, glasswashers, pot-wash areas, drainboards, and drying racks are clean, set up, supplied, and operated as instructed.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO Add



Execution tip:

Verify warewashing temperature or sanitizer concentration at startup and during use, and keep clean items dry and protected after the cycle.

- 38 Separate scraping or prewashing, washing, rinsing, sanitizing, drying, and clean storage so dirty items cannot recontaminate clean wares.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Verify warewashing temperature or sanitizer concentration at startup and during use, and keep clean items dry and protected after the cycle.

- 39 Measure wash and rinse temperatures or sanitizer concentration at startup and at the required operating intervals.

CRITICAL

CLEANING & SANITATION

ACTUAL

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TARGET

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DEVICE ID

Enter



Execution tip:

Verify warewashing temperature or sanitizer concentration at startup and during use, and keep clean items dry and protected after the cycle.

- 40 Confirm spray arms, jets, nozzles, filters, curtains, racks, baskets, drains, tanks, and dosing systems are clean and functioning correctly.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO Add



Execution tip:

Verify warewashing temperature or sanitizer concentration at startup and during use, and keep clean items dry and protected after the cycle.

- 41 Inspect utensils, crockery, glassware, trays, containers, and smallwares after the cycle for soil, grease, scale, damage, residue, and odour, and rerun failures.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Verify warewashing temperature or sanitizer concentration at startup and during use, and keep clean items dry and protected after the cycle.

- 42 Store clean wares inverted or protected, dry, off the floor, separated from chemicals and dirty items, and safe from splash, dust, pests, and handling contamination.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO Add



Execution tip:

Verify warewashing temperature or sanitizer concentration at startup and during use, and keep clean items dry and protected after the cycle.

8. Pre-operational inspection, sanitation verification, testing, and release

- 43** Perform a documented visual and sensory inspection under adequate lighting for soil, residue, moisture, odour, damage, and recontamination.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip: Release an area only after objective verification is complete, and repeat cleaning and testing whenever visual, chemical, allergen, ATP, or microbiological limits fail.

- 44** Verify sanitizer concentration, contact time, application temperature, rinse requirements, and chemical records are complete and within approved limits.

CLEANING & SANITATION

ACTUAL

Enter

TARGET

Enter

DEVICE ID

Enter



Execution tip: Release an area only after objective verification is complete, and repeat cleaning and testing whenever visual, chemical, allergen, ATP, or microbiological limits fail.

- 45** Use ATP, protein, allergen, microbiological, or other verification testing where required by the sanitation and risk-control plan.

CRITICAL

CLEANING & SANITATION

METHOD

Enter

RESULT

Enter

LIMIT

Enter



Execution tip: Release an area only after objective verification is complete, and repeat cleaning and testing whenever visual, chemical, allergen, ATP, or microbiological limits fail.

- 46** Record the sample site, method, result, acceptance limit, time, person, device or kit lot, and immediate action for every failed result.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action



Execution tip: Release an area only after objective verification is complete, and repeat cleaning and testing whenever visual, chemical, allergen, ATP, or microbiological limits fail.

- 47** Complete pre-operational inspection and obtain authorized area release before food, ingredients, packaging, or production employees enter the cleaned area.

CRITICAL

CLEANING & SANITATION

NAME

Enter

DATE / TIME

Enter

APPROVAL

Sign



Execution tip: Release an area only after objective verification is complete, and repeat cleaning and testing whenever visual, chemical, allergen, ATP, or microbiological limits fail.

- 48** Trend sanitation failures by area, equipment, shift, soil type, chemical, employee, organism, allergen, maintenance condition, and repeat cause.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action



Execution tip: Release an area only after objective verification is complete, and repeat cleaning and testing whenever visual, chemical, allergen, ATP, or microbiological limits fail.

9. Allergen changeovers, spills, waste, pests, water, and contamination incidents

- 49** Clean and disinfect after spills, leaks, sewage, vomit or bodily fluid, pest contamination, maintenance, glass breakage, or other incidents using the approved response procedure.

CRITICAL

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Contain the affected area, protect food and clean zones, use incident-specific tools and methods, and verify the area before normal operations restart.

- 50** Complete allergen changeover cleaning and required verification before an incompatible product, recipe, or menu item is prepared.

CRITICAL

CLEANING & SANITATION

METHOD

Enter

RESULT

Enter

LIMIT

Enter



Execution tip:

Contain the affected area, protect food and clean zones, use incident-specific tools and methods, and verify the area before normal operations restart.

- 51** Segregate and remove food waste, chemical waste, broken glass, sharps, contaminated PPE, and rejected materials using safe containers and routes.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Contain the affected area, protect food and clean zones, use incident-specific tools and methods, and verify the area before normal operations restart.

- 52** Control condensation, standing water, drain backup, mould, odour, leaks, and damaged surfaces that can recontaminate cleaned areas.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Contain the affected area, protect food and clean zones, use incident-specific tools and methods, and verify the area before normal operations restart.

- 53** Verify pest-control devices, service activity, and pesticide treatments do not contaminate food, surfaces, utensils, tools, or cleaning equipment.

CLEANING & SANITATION

Clean

Needs action

Critical

LIVE PHOTO

Add



Execution tip:

Contain the affected area, protect food and clean zones, use incident-specific tools and methods, and verify the area before normal operations restart.

- 54** Dispose of rinse water, chemicals, cleaning waste, and PPE safely, clean the tools used, and complete handwashing after the task.

CLEANING & SANITATION

Compliant

Partial

Non-compliant

N/A



Execution tip:

Contain the affected area, protect food and clean zones, use incident-specific tools and methods, and verify the area before normal operations restart.

10. Findings, corrective actions, verification, trends, and management sign-off

- 55** Record every sanitation finding with the area or equipment, observed condition, food or employee risk, evidence, and immediate containment completed.

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Keep actions open until objective evidence confirms the sanitation risk is controlled, the fix is sustained, and repeat causes have been addressed.

- 56** Classify findings as critical, major, minor, or observation using approved stop-use, product-hold, escalation, scoring, and reporting rules.

CRITICAL

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Keep actions open until objective evidence confirms the sanitation risk is controlled, the fix is sustained, and repeat causes have been addressed.

- 57** Assign every corrective action to a named owner with priority, due date, temporary control, required proof, verification method, and escalation route.

CRITICAL

CLEANING & SANITATION

Finding / record	Current	Owner	Evidence	Action

 **Execution tip:** Keep actions open until objective evidence confirms the sanitation risk is controlled, the fix is sustained, and repeat causes have been addressed.

- 58** Verify closure through repeat cleaning, visual inspection, concentration record, ATP or allergen test, microbiological result, live photo, or maintenance proof.

CRITICAL

CLEANING & SANITATION

METHOD	Enter	RESULT	Enter	LIMIT	Enter
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 **Execution tip:** Keep actions open until objective evidence confirms the sanitation risk is controlled, the fix is sustained, and repeat causes have been addressed.

- 59** Review repeat failures, chemical variances, positive tests, complaints, pest or drain issues, equipment defects, retraining needs, and overdue actions across locations.

CLEANING & SANITATION

Compliant Partial Non-compliant N/A

 **Execution tip:** Keep actions open until objective evidence confirms the sanitation risk is controlled, the fix is sustained, and repeat causes have been addressed.

- 60** Record the final sanitation status, unresolved risks, release decision, next review date, sanitation lead, reviewer, date, time, and signatures.

CRITICAL

CLEANING & SANITATION

NAME	Enter	DATE / TIME	Enter	APPROVAL	Sign
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 **Execution tip:** Keep actions open until objective evidence confirms the sanitation risk is controlled, the fix is sustained, and repeat causes have been addressed.

RUN THIS CHECKLIST DIGITALLY

Turn sanitation findings into verified operational improvement

Use Taqtics to schedule cleaning, record chemical readings and live evidence, stop unsafe release, assign actions, verify closure, and compare sanitation risks across every location.

Try the Cleaning and Sanitation Checklist in Taqtics