[Company name]

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Cafe cleaning checklist

Daily cafe cleaning - machines, counter and customer areas.

Date: _____

Checked by: _____

Checks

[ ] Backflush espresso machine and clean group heads Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Clean grinder hopper and dosing chamber Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Sanitise milk frothing pitchers and steam wands Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Wipe down counter, tables and chairs Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Clean display case glass inside and out Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Mop floors including behind the counter Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Clean toilets and restock supplies Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Empty bins and replace liners Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Check handwash station stocked Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Wipe door handles and card machine Yes **[ ]** No **[ ]** N/A **[ ]**

Actions required [List any issues found and what was done]

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____