Date:_____

Cleaning Closing Checklist (Center Kitchen)	
Task	**Initials**
Clean and put away final dishes brought back from all kitchen stations	
Drain and wipe down all sink areas	
Replace all trash bins with new bags and take all full bags outside	
Sweep and mop all kitchen floor surfaces (Underneath all tables, coolers, shelving units, etc.)	
Wipe down the outside of all coolers/freezers	
Remove all items from underneath the prep tables and wipe down/sanitize	
Remove all items from the wall mounted shelves and wipe down/sanitize	
Wipe down all table surfaces and sanitize thoroughly	
Organize dry storage shelves	
Check all item labels for correct labeling & expiration	
+	
Supervisor Approval of Station	**Supervisor Initials:**