



# Kitchen and Dining Room Checklist

Date : \_\_\_\_\_

Name on Duty: \_\_\_\_\_

## Kitchen and Dining Room Duties

Check

|    | Kitchen and Dining Room Duties   | Check |
|----|--|-------|
| 1  | Kitchen Floor Cleaning: Broom, vacuum and mop the floor  |       |
| 2  | Clean the cabinets   |       |
| 3  | Wash Kitchen towels and napkins  |       |
| 4  | Clean the fridge : Check for the left overs and spoiled food   |       |
| 5  | Check and fill cleaning supplies (Dish Soap, Dishwashing Detergent, hand soap, oven cleaner, scrubbing brush, tile cleaner, garbage bags, paper towel) |       |
| 6  | Check and Fill in Paper products (Paper plates, spoons, bowls, napkins,cups and glasses)   |       |
| 7  | Turn off and clean the gas stove, oven and Kettle after use  |       |
| 8  | Clean Microwave  |       |
| 9  | Clean coffee machine   |       |
| 10 | Check and fill in coffee machine supplies (coffee, coffee pods, creamer, sugar)  |       |
| 11 | Check there are no leftovers on the kitchen counter and clean the counters   |       |
| 12 | Remove the Trash and clean the Trash cans  |       |
| 13 | Clean dishes and place them in the designated cabinets   |       |
| 14 | Dusting of the Dining table and chairs (both in the kitchen area and the dining room)  |       |
| 15 | Place the chairs orderly for both the dining tables  |       |
| 16 | Pantry Cleaning : ( Check for the expired stuff, make the list of required stuff)  |       |

Comments/Notes:

Checked By: