

# KITCHEN COMPLETION LOG

Facility Station: \_\_\_\_\_

Week Of: \_\_\_\_\_

<b>DONE</b>	<b>TASK DESCRIPTION</b>	<b>FREQUENCY</b>	<b>ASSIGNED TO</b>	<b>COMPLETION DATE</b>
	Sanitize all prep surfaces	Daily/Shift		
	Sweep and mop walk-in floors	Daily		
	Empty and clean grease traps	Weekly		
	Calibrate digital thermometers	Daily		
	Clean exhaust hood filters	Weekly		
	De-lime commercial dishwasher	Monthly		
	Organize dry storage shelving	Weekly		
	Sanitize ice machine bin	Monthly		
	Deep clean fryers/boil out	Weekly		
	Clean gaskets on all refrigeration	Weekly		

Verified By Manager: \_\_\_\_\_ Date: \_\_\_\_\_