

Cleaning Checklist – COVID-19 - Level 3

23 April 2020

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any questions. The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website are true and correct at the time of publication. The information provided is general information only, and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.]

Restaurants, cafes and other food service businesses have a common goal to protect their guests, their employees and the communities in which they serve. And right now, we are all taking additional actions to do just that. There has been tremendous effort by our Members already to protect and implement increased hygiene practices at Level 3.

The sample cleaning checklist on the following page are ways of ramping up your cleaning to help stop the spread of the virus during Level 3. Recommended minimum time frames for conducting the cleaning are also provided. This should be used in conjunction with your current cleaning schedule and food control plan obligations.

It is also recommended that you check the Restaurant Association's member resource: Contactless Delivery & Pick up guidelines.

Sample COVID-19 Hospitality Business Cleaning Checklist – Level 3

General Restaurant Area/Waiting area - if being used by staff

- ☐ Clean and sanitise tables and chairs (top and under) - before service
- ☐ Clean and sanitise post mix guns - end of each day
- ☐ Clean and sanitise Eftpos Machine, Keyboard, Mouse, Electronic Touch base booking computer/screens - between services
- ☐ Sanitise doorknobs, door handles and/or rails (if you have these) indoors/outdoors - before service & every 2 hours
- ☐ Sweep and mop the floors - between services
- ☐ Clean and sanitise tables - after any use

Kitchen / Back of house

- ☐ Clean and sanitise all areas where food is being prepared – as used
- ☐ Clean and sanitise all utensils, plates – after every use
- ☐ Clean and sanitise all washing stations and sinks - every 2 hours
- ☐ Clean and sanitise any grills, cooking equipment and/or ovens - daily
- ☐ Clean aprons/uniform - daily
- ☐ Clean and sanitise all rags, or any other cleaning cloths, hot wash / commercial cleaner - as used
- ☐ Clean and sanitise walls - as needed
- ☐ Clean and sanitise floors - between services
- ☐ Empty, clean and sanitise all disposable bins - daily
- ☐ Clean and sanitise walls and other areas that are a high-touch point in walk-in refrigerators/freezers (especially handles and the door) - daily

- ☐ Clean and sanitise coffee machines - between services
- ☐ Clean and sanitise drinks fridge handles - daily
- ☐ Empty, clean & sanitise Ice makers - daily
- ☐ Ensure use of and keep stocked hand washing stations
- ☐ Refill soap dispensers - daily
- ☐ Ensure dish / glass washers are working at correct temperature - daily
- ☐ Sanitise remote controls (TV's, stereo etc) - daily
- ☐ Sanitise all light switches and controls - between services

Bathroom - staff use only

- ☐ Clean and sanitise inside, around and under the sink - daily
- ☐ Clean and sanitise soap dispenser/ handwash bottle - daily
- ☐ Clean and sanitise toilet brush handle - daily
- ☐ Clean and sanitise taps - daily
- ☐ Clean and sanitise mirrors/toilet roll handles/doorknobs inside and outside door - daily
- ☐ Clean and sanitise the floors - daily
- ☐ Empty, clean and sanitise bins - daily