Ghost kitchen cleaning: what we clean

Go through the building after the overnight clean and tick each station.

Site _____ **Unit or area** _____

Checked by _____ **Date** _____

Daytime resets between peaks

- ☐ Packaging counter cleared
- ☐ Trash and recycling corral tidied
- ☐ Spills in the shared aisle cleaned
- ☐ Floor at the courier door cleaned
- ☐ Shared corridor cleaned overnight

Packaging stations

- ☐ Counters cleared and sanitized
- ☐ Bag racks wiped
- ☐ Label printers and order tablets wiped with care
- ☐ Scraps under the counter swept
- ☐ Cardboard and soft plastic bins emptied and relined

Courier pickup lobby

- ☐ Pickup shelves, cubbies and order screens wiped
- ☐ Lobby glass and door pulls
- ☐ Benches wiped
- ☐ Lobby floor cleaned

Inside the kitchens we clean

- ☐ Line surfaces, wall panels and equipment exteriors degreased
- ☐ Under and behind the line
- ☐ Walk-in and reach-in floors, gaskets and handles
- ☐ Every brand's product left on its shelf

Floors, drains and staff areas

- ☐ Floors machine scrubbed with degreaser
- ☐ Drains and floor sinks flushed and brushed out
- ☐ Restrooms and staff areas cleaned nightly
- ☐ Towels, soap, sanitizer and liners restocked

Brand move-out

- [ ] Vacated unit's equipment exteriors and wall panels degreased
- [ ] Shelving and reach-ins wiped out
- [ ] Unit floor and drain scrubbed
- [ ] Extra reset of the shared corridor and lobby in a new brand's first week

Notes