Daily Maintenance Checklist

Parking Lot/ Landscaping

- Check lot
    - Check garbage (scrub out cans & lids if dirty)
    - Sweep along curbs
    - Wipe down patio tables & benches
    - Scrub drive thru & sidewalks w/ degreaser
    - Corral cleaned & sprayed down w/ degreaser
    - Cigarette cans emptied & wiped down
    - Big garbage can emptied & cleaned out when necessary (spray it out)
    - Wipe menu screen
    - Cobwebs
- Landscaping
    - Check landscaping for trash
    - Water plants & pull weeds
    - Rocks raked

Lobby/Bathrooms

- Lobby
    - Tables & chairs wiped down
    - Clean baseboards
    - Pull tables and wipe window ledges
    - Clean walls
    - Windows washed
    - Doors wiped down (black part) all ledes outside & inside
      fingerprints on doors

Bathrooms

- Mirrors cleaned
- Every stall has toilet paper
- Garbages emptied (scrub out if dirty)
- Sinks cleaned
- Toilets/Urinal cleaned
- Floors swept & mopped
- Walls behind sinks wiped down
- Soap dispensers filled

Stock Room

- Check soda system (hoses wiped, empty soda's changed)
    - Floors swept & mopped
- Tabs cut of appropriate boxes
    - Tabs closed on appropriate boxes
    - Throw all tape away (no tape left anywhere)
    - Condense & take boxes out
- Everything rotated
    - Condense stock when able
    - Keep organized (put like items together)
- Garbages emptied (scrub out if dirty)
- Clean tank area
    - Coke tanks
    - CO2 tank
    - Oil tank
    - Floors swept & mopped

Walk-in Freezer / Cooler

- Everything rotated
- Tabs closed
- Floor mats scrubbed
- Floors scrubbed
- All tape and empty boxes thrown away

Kitchen

- Fryers filtered (clean filter 1st)
- Check garbages (scrub out if dirty)
- Get stock
- Swept & mopped
- Coolers & freezers wiped out (gaskets, bottoms, & doors
- Dust vents / lights
- Wipe down stacks

Upfront

- Fryers filtered (clean filter 1st)
- Check garbages (scrub out if dirty)
- Get stock
- Swept & mopped
- Dust vents / lights

Crew Room/ Office

- Swept & mopped
- Garbages emptied (scrub out if dirty)
- Table & chairs wiped down

Special

- Ask the shift manager if they need anything specific done for that day
- Write all planned maintenance down that is completed in maintenance book
- Wipe down carts in kitchen & upfront

Always check / walk through lobby & lot throughout your shift