



Presented by PRASIDIO INSURANCE

**Date:**

**Review conducted by:**

Cooking appliances are an invaluable asset to restaurant owners and operators. To prolong the life of this equipment, employees should properly clean and maintain appliances regularly. Use this checklist to identify the daily, weekly and periodic cleaning and maintenance duties that will keep your cooking equipment in usable condition for years to come.

| RANGES (OPEN, CLOSED OR FRY-TOP)   | YES                      | NO                       | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Daily: Open the top of the range and scrape off any incrustated food. Make sure the grids are cooled entirely before cleaning.   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Rub a closed-top range with heavy burlap or steel wool to remove cooked food under the flames, lids, rings and plates. Do so once the top plates have cooled. Never pour water directly onto a range top. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Weekly: Remove open top grates and boil them in a grease solvent.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Weekly: Clean clogged burner ports with a stiff wire to remove spilled foods. If this is not done, food can cause corrosion and uneven cooking.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Periodically: Ask the gas company to check your burner adjustments and connections for efficiency.   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Periodically: Keep the burner valves greased using high temperature valve greases specific for that task.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Periodically: Adjust the air shutters if flames have indistinct cones.   | <input type="checkbox"/> | <input type="checkbox"/> |          |

| OVENS (ALL TYPES)  | YES                      | NO                                  | COMMENTS |
|--|--------------------------|-------------------------------------|----------|
| Immediately: Clean spills before food has time to carbonize and become a permanent stain.  | <input type="checkbox"/> | <input type="checkbox"/>            |          |
| Daily: Wipe the lining and bottom of the oven with a damp cloth.   | <input type="checkbox"/> | <input type="checkbox"/>            |          |
| Daily: Clean crumbs and encrusted food from around door openings to prevent broken door hinges and cracks, which allow heat to escape.                                   | <input type="checkbox"/> | <input type="checkbox"/>            |          |
| Daily: Plan your roasting and baking to use "receding" heat from other tasks. Plan baking so that you do not have to bring the oven to full heat multiple times per day. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |          |



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|--|--------------------------|--------------------------|--|
| Daily: Be careful when cleaning to prevent caustic cleaning products from damaging the thermostat tube.                              | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Periodically: Make sure your oven is level, specifically looking for warped sides and bottom.  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Periodically: Contact the gas company to inspect your oven, including the burners and thermostat. Make changes or repairs as needed. | <input type="checkbox"/> | <input type="checkbox"/> |  |

| <b>BROILERS (ALL TYPES)</b>  | <b>YES</b>               | <b>NO</b>                | <b>COMMENTS</b> |
|--|--------------------------|--------------------------|-----------------|
| Daily: Wash drip shields and grips; scrape the grid with a metal scraper and scrub the broiler chamber and body front. Also, empty the grease pan and wash it with a solvent solution.                           | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Daily: Keep under-fired broilers clean and avoid over-firing the broiler.  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Periodically: Make sure the ceramic material on under-fired broilers is properly arranged.   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Periodically: Clean the burners and examine the air shutters to make sure they are clear. Handle the ceramic refractor unit delicately.  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Periodically: Ask a representative from the gas company to check burners and adjust them as needed.  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Periodically: Examine the flame on your burner. The flame should be clear with a distinct inner cone shape. Flames should also just wipe on the surface, not float or strike directly on the refractor elements. | <input type="checkbox"/> | <input type="checkbox"/> |                 |

| <b>DEEP FRYERS</b>  | <b>YES</b>               | <b>NO</b>                | <b>COMMENTS</b> |
|---|--------------------------|--------------------------|-----------------|
| Daily: Drain the fryer and filter fat into a commercial filter.   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Daily: Remove food crumbs from the fryer. Food buildup in the fryer can cause it to smoke.                                  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Daily: Check your inventory. Specific fats should be used for oily foods and foods with water-soluble flavors.              | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Daily: Use a test kit to determine if fryer oil needs to be changed.  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Weekly: Wash the fryer with an alkaline solution and then thoroughly rinse it with water and a half a cup of vinegar. Then, | <input type="checkbox"/> | <input type="checkbox"/> |                 |



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|--|--------------------------|--------------------------|--|
| dry the unit on with a cloth. Once it is clean, replenish the fat before lighting the gas burner again.                            |                          |                          |  |
| Weekly: Pack fat around the tubes when using solid fat in a tube-type fryer. Set fat on the melt cycle when using open-pot fryers. | <input type="checkbox"/> | <input type="checkbox"/> |  |

| GRIDDLES  | YES                      | NO                       | COMMENTS |
|---|--------------------------|--------------------------|----------|
| Daily: Wipe the unit down with a grease-absorbent cloth.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: As food spills on the griddle, use a metal scraper or spatula to remove it.                              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Polish cast-iron griddles with a griddle stone (avoid using on stainless steel or plate steel griddles). | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Empty and wash the grease receptacle at the end of each shift.   | <input type="checkbox"/> | <input type="checkbox"/> |          |

| HOT FOOD STORAGE TABLES   | YES                      | NO                       | COMMENTS |
|---|--------------------------|--------------------------|----------|
| Daily: Clean up spilled food on stainless steel, nickel or chrome-plated parts and surfaces.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Clean the unit with a non-abrasive metal polish on the stainless steel and plated parts, and wash the insets.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Periodically: Check the temperature in different areas of the hot storage table to make sure the controls are in proper working order and heat is being distributed evenly. | <input type="checkbox"/> | <input type="checkbox"/> |          |

| COFFEE URNS   | YES                      | NO                       | COMMENTS |
|---|--------------------------|--------------------------|----------|
| Daily: Rinse the liners with hot water and then drain. Pour boiling water into each urn and then add urn cleaner. Then, scrub the urn, drain the cleaner and rinse it thoroughly. Oils and deposits left in the urn can make fresh coffee taste poor. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Clean the glass gauges with a brush and rinse them thoroughly.   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Drain and refill the water jackets at least twice daily. Then, clean the urn cover and the exterior.   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Boiler cleaning solution and water, and then scrub the inside wall of the liners. Rinse the solution and drain.  | <input type="checkbox"/> | <input type="checkbox"/> |          |



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|--|--------------------------|--------------------------|--|
| Daily: Clean the faucet openings by taking them apart and scrubbing the inside with an urn solution. Allow fresh water to run through the faucet after cleaning. | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Daily: Keep urn bags in cold water when they are not in use. Also keep enough fresh water in the urn to register on the gauge.                                   | <input type="checkbox"/> | <input type="checkbox"/> |  |

| STEAM COOKERS AND KETTLES  | YES                      | NO                       | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Daily: Clean the food compartments, gaskets, shelves and supports. Add water and a mild detergent to the unit and use a brush to scrub. Then, drain the water and scrub the drain and valve with the brush. Rinse thoroughly before using again. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Periodically: Replace worn gaskets as needed.  | <input type="checkbox"/> | <input type="checkbox"/> |          |

| GAS TOASTERS   | YES                      | NO                       | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Daily: Clean the outside surface and slanted guide when the unit is cool. Also clean the trays with warm water.      | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Remove excess crumbs with a soft brush and use a damp cloth with all-purpose cleaner to clean steel surfaces. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: Turn the temperature down to the lowest setting to save gas when not using the appliance.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |

| TILTING SKILLETS OR BRAISING PANS  | YES                      | NO                       | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Daily: When it is empty, turn off the burners before adding water and a mild detergent to the unit. Allow leftover food particles to dissolve in the warm pan. Scrub the unit with a brush and then empty the contents into a garbage disposal or trash container. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Daily: When the unit is not in use, turn the temperature down to the lowest setting to save gas.   | <input type="checkbox"/> | <input type="checkbox"/> |          |



**RESTAURANT SHIELD**

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