

Side Work Checklist & Side Work Area Scorecard



Period / Week: _____

ITEM	Team Member	Day	Grade	Comments
Daily				
Spot clean dining rm. Walls as needed (includes tiles/ especially under front counter plants, pictures, POP & other décor items)				
Polish all dining rm. wood & stainless				
Wipe down/ polish front counter, POS registers, printers & charity canisters				
Filter/change fryer oil & clean fryer vat (Note: Some restaurants may assign this to the Cleaning Captain)				
Weekly				
Clean Bag-in-Box syrup connectors				
Clean battery compartment for DT headsets (remove dust w/ dry cloth)				
Clean DT neon open sign(s)				
Clean dining rm. Ceiling vents				
Clean/ polish dining rm. Menu board				
Spot clean dining rm./ front counter area light diffusers				
TPx - Clean oven conveyor				
Clean gaskets in reach-ins, walk-in & heated cabinets				
Clean back area baseboards				
Clean/ polish kitchen hood				
Clean reach-in cooler/ freezer condenser coils & fins				
Clean all POS monitors (include stainless brackets)				
Clean hood filter screens				
Clean mop sink area				
Clean back area ceiling vents/ spot clean ceiling				
Spot clean back area light covers				
Spot clean back area walls				
<ul style="list-style-type: none"> • Clean/ sanitize walk-ins (includes door frame, door sills, shelves & posts) • Clean/ organize dry storage area shelves 				
Monthly				
Sanitize icemaker bin				
Clean Bag -in-Box syrup rack & CO2 tank area				
Clean Powersoak pump fan motor (if needed)				
Clean refrigerated produce bin condenser fins				
Complete monthly maintenance on Cheese Melters				
<ul style="list-style-type: none"> • TPx - Clean vents on maketable (use soft brush) • TPx - Clean proofer coils 				
Clean production line reach-in condenser fins				

Grading Scale: **SPARKLING CLEAN = +**

CLEAN = √

NOT CLEAN = -

Instructions for Side Work

- RGM assigns Side Work tasks to Team Members, grades each area on a weekly basis and posts grades for team (Note: For daily tasks, assign all names that will be deployed to clean these areas for the entire week).
- MIC's coach Team Members to properly complete their assigned Side Work tasks according to the scheduled days on checklist.