

DAILY ZONE CLEANING LOG

One row per task per day. Initial the day-column when complete. Supervisor verifies at end of day.

FACILITY NAME	WEEK OF	MANAGER ON DUTY

THRESHOLD / AUTHORITY
Cleaning frequency by zone – initial when complete · 21 CFR §117.35 (FSMA cGMP); FDA Food Code §6-501.12; SFCR §47 + §86 PCP ·
 Cleaning frequency must be sufficient to protect against contamination + allergen cross-contact. Daily zone log demonstrates the schedule was followed; pair with a per-shift sanitizer log for ppm verification.

AREA	TASK	FREQUENCY	MON	TUE	WED	THU	FRI	SAT	SUN
Kitchen line	Sanitize prep surfaces / cutting boards	End of each shift							
Kitchen line	Wipe equipment exteriors (oven, range, fryer)	End of each shift							
Kitchen line	Sweep + mop floors (line + back-of-house)	End of close							
Kitchen line	Empty + sanitize floor drains	Daily							
Prep area	Break down + sanitize slicer / grinder / mixer	After each use							
Prep area	Sanitize allergen-shared surfaces between proteins	Between changes							
Walk-in cooler	Wipe exterior door + handle	Daily							
Walk-in cooler	Sweep interior floor; check for spills	Daily							
Walk-in freezer	Wipe exterior + check door seal	Daily							
Dish area	Dish-machine breakdown + delime check	End of close							
Dish area	3-comp sink – drain, scrub, refill chemistry	Each shift							
Front of house	Sanitize table tops + booths between guests	Between turns							
Front of house	Restroom – toilet, sink, floor, restock	Every 2 hr / end of shift							
Receiving	Sweep + mop receiving floor	Daily							
Receiving	Wipe + sanitize receiving table	After each delivery							
Dry storage	Wipe shelves; check for pests / leaks	Weekly (mark daily check)							
Trash / dumpster	Empty kitchen bins; clean exterior of bin	End of close							

END-OF-WEEK SUPERVISOR VERIFICATION
 I have reviewed this log and confirm all daily tasks were completed or have a documented corrective action.

SUPERVISOR SIGNATURE	WEEK ENDING	DATE SIGNED
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Records retention

2 years per 21 CFR §117.315 (FSMA) / SFCR §87 (CA)

Notes

This is the master daily checklist. Pair with the per-shift sanitizer log (HACCPPLAN-CL-PS-01) for ppm verification – together they form the SQF Master Sanitation Schedule record.

Source

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