



Bakery Cleanliness and Routine Checklist

1. **Bakery Storage Area** – must be swept and wet mopped every day:
 - a. clean shelving weekly _____
 - b. clean under flour pallets, prior to restocking _____
 - c. store all ingredients off the floor _____
2. **Area Around Sink**
 - a. clean mixing bowls after using _____
 - b. keep cleaners away from ingredients _____
3. **Mixing Area**
 - a. check behind mixer for dough build-up once a day _____
 - b. clean mixer and accessories twice a week _____
4. **Ingredient Table**
 - a. keep table neat and tidy; wash every night _____
 - b. close boxes after using _____
 - c. clean ingredient scales once a week, more often if necessary _____
5. **Ingredient Bins and Plastic Pail**
 - a. clean twice a week _____
 - b. clean all pails & store properly; replace all cracked and broken lids _____
 - c. clean ingredient bins as they are emptied _____
6. **Make-up Table**
 - a. wash top every night; wash legs once a week _____
7. **Retarders**
 - a. clean inside and outside once a week _____
 - b. clean floor behind all racks every second day _____
 - c. clean freezers, cold storage and displays once a month _____
8. **Wooden Door Handles**
 - a. wash once a week _____
9. **Pipes and Light Fixtures**
 - a. clean all hanging pipes and light fixtures once a month _____
10. **Corners and Baseboards**
 - a. clean corners and baseboards as often as necessary _____
11. **Grease Filters**
 - a. wash above oven and deep fryer once a week _____
12. **Utility Racks**
 - a. clean utility and display racks once a week _____
13. **Proofers**
 - a. wash at the end of each day _____

Comments:

Bakery Cleanliness Daily Checklist

1. Clean mixing bowls after use; sanitize every night.
2. Clean mixers and accessories every day.
3. Wash ingredient table and make-up table every night or when necessary.
4. Sweep off ingredient bins every night; wash if necessary.
5. Close ingredient boxes, bags, and all open boxes every night.
6. Store all ingredients off the floor - check this every night.
7. Sweep and wet mop bakery storage area every day.
8. Clean and damp mop bakery production every day.
9. Clean doughnut frying area every day ,or after each use.
10. Clean sink area thoroughly after the day's production.
11. Replace bakery equipment in its proper place at the end of production.

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Personal Hygiene

1. Wear proper clothing, smocks or aprons - no exposed street clothing, be clean and neat at all times.
2. Practice good personal hygiene at all times.
3. Wear appropriate hair control / hats at all times.
4. Work neatly to make as little cleanup as possible.
