Willow Cafe Ltd

Cafe cleaning checklist

Daily cafe cleaning - machines, counter and customer areas.

Date	9 November 2026
Checked by	Sarah Mitchell

Checks

Check	Yes	No	N/A
Backflush espresso machine and clean group heads	☐	☐	☐
Clean grinder hopper and dosing chamber	☐	☐	☐
Sanitise milk frothing pitchers and steam wands	☐	☐	☐
Wipe down counter, tables and chairs	☐	☐	☐
Clean display case glass inside and out	☐	☐	☐
Mop floors including behind the counter	☐	☐	☐
Clean toilets and restock supplies	☐	☐	☐
Empty bins and replace liners	☐	☐	☐
Check handwash station stocked	☐	☐	☐
Wipe door handles and card machine	☐	☐	☐

Actions required

List any issues found and what was done as agreed at the meeting.

Sign-off

Checked by	Signature	Date