

Checklist for Dining Area

Date _____

Action	Checked	Signature
BEFORE SERVICE		
Floor cleaned if necessary before setting up the tables		
Tables checked for cleanliness and stability. Place mats checked for cleanliness.		
Cutlery checked and cleaned if necessary then placed on a folded serviette (Knife, fork and spoon)		
Glasses and mugs placed upside down.		
Jugs filled with water		
Tea and coffee ingredients set up		
Plates removed promptly after clients have eaten		
AFTER SERVICE		
Tables and place mats cleaned		
Floor cleaned		
All benches cleaned and sanitised		
Appropriate pest control taken if or when required		
Chairs stacked		
Tables stacked		