



Manager Daily Walk-Through

8:00 AM 11:00 AM 2:00 PM 5:00 PM 8:00 PM (inside Only)



Dining Area	Dining Room (Cont.)	Exterior
<p>Front Counter Guest Perspective</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/clutter free/organized <input type="checkbox"/> Laminate and counters clean <input type="checkbox"/> Floor behind sandwich unit clean <p>Team Appearance</p> <ul style="list-style-type: none"> <input type="checkbox"/> All in complete Subway approved uniform <input type="checkbox"/> Good grooming/no excessive makeup <input type="checkbox"/> Jewelry policies being followed <p>Guests Experience</p> <ul style="list-style-type: none"> <input type="checkbox"/> Welcome given to guest <input type="checkbox"/> Suggestive Selling/Receipt/Thank You given <p>Beverage Center</p> <ul style="list-style-type: none"> <input type="checkbox"/> Properly stocked/items available <input type="checkbox"/> Clean 	<p>Dining Room (Clean and Inviting):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Furniture and receptacles clean <input type="checkbox"/> Floor clean and no spills <input type="checkbox"/> Temperature comfortable for guests <input type="checkbox"/> Music clear/good volume/content <input type="checkbox"/> Glass and frames clean <input type="checkbox"/> Fixtures and fans clean <p style="text-align: center;">Restrooms</p> <p>Clean and Odor Free:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Well stocked/Fan working/no odors <input type="checkbox"/> Floors clean and safe (no standing water) <input type="checkbox"/> Toilets functional and clean <input type="checkbox"/> Sink/Mirrors/Fixtures clean and no damage <input type="checkbox"/> Walls clean/no damage/no graffiti 	<p>Parking Lot/Landscaping:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No litter/No gum/stripping present <input type="checkbox"/> Landscaping no weeds/dead/well kept <input type="checkbox"/> Trash receptacles clean/not overflowing <p>Dumpster Area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Area clean/no damage <input type="checkbox"/> Gates/lids closed and plug in place <p>Signage/Building:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/no damage present <p>Drive-Thru if Present:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good greetings/speaker or kiosk no static <input type="checkbox"/> Menu boards/signage in good condition <input type="checkbox"/> Clean/no gum or oil stains <input type="checkbox"/> Clear thank you/hours sign posted
Back of House	Back of House (cont.)	Front Line (cont.)
<p>Drive Thru (if present)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/organized <input type="checkbox"/> Equipment on and functioning <p>Sanitation (*FS-Critical)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3 bay sink set up at all times w/sanitizer <input type="checkbox"/> Red bucket/bottle with sanitizer-labeled <input type="checkbox"/> Sanitizer meets 200-400 ppm <input type="checkbox"/> Hand sink area properly stocked <input type="checkbox"/> Sinks functioning properly/good repair <input type="checkbox"/> Handwashing and glove standards followed <input type="checkbox"/> All sinks meet the hot water requirements <input type="checkbox"/> Personal items/drinks stored properly <input type="checkbox"/> Prep surfaces/slicers clean and sanitized <p>Prep Area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Table clean/no rust <p>Walk-In Cooler (*FS-Critical)</p> <ul style="list-style-type: none"> <input type="checkbox"/> No water leaks within the cooler <input type="checkbox"/> Foods are within date/hold time/labeled <input type="checkbox"/> All cold items held at 41 degrees or below <p>Walk-In Freezer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Temperature at -0 degrees or below <input type="checkbox"/> No product on the floor <p>Dry Storage:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No product on the floor (6 inches) <input type="checkbox"/> Shelving clean/no rust <input type="checkbox"/> Back door secured 	<p>Dry Storage/Overall Restaurant (*FS-Critical)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only approved food/equipment/chemicals <input type="checkbox"/> No roof leaks or sewage backup <input type="checkbox"/> No pest activity present (mice, roaches, flies) <input type="checkbox"/> Chemicals stored in correct bottles <input type="checkbox"/> Current Health Inspection available <input type="checkbox"/> Approved thermometer present/calibrated <input type="checkbox"/> Temp logs complete/accurate 2 times min. <input type="checkbox"/> No illness signs with team members <p style="text-align: center;">Front Line</p> <p>Hotwell Area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/stainless or amber pans/no damage <input type="checkbox"/> Products holding between 141-165 degrees <p>Sandwich Unit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Products below the chill line <input type="checkbox"/> Pans clean/no damage/only stainless steel <input type="checkbox"/> Scoops/Spreaders present (in product) <p>Sanitation (*FS-Critical)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red bucket/bottle with sanitizer-labeled <input type="checkbox"/> Sanitizer above is 200-400 ppm <input type="checkbox"/> Sani-station-set up properly/50-100 ppm <input type="checkbox"/> Hand sink area properly stocked <input type="checkbox"/> Handwashing being executed correctly <input type="checkbox"/> Gloves being used correctly and changed <input type="checkbox"/> Food contact surfaces no damaged/clean <input type="checkbox"/> Scoop handles not touching the food 	<p>Cookie Case:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Product fresh/no broken cookies <input type="checkbox"/> Drawers properly labeled/not damaged <input type="checkbox"/> Clean/no damage <p>Oven/Proofer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/no rust/gaskets in good condition <input type="checkbox"/> Calibrated/functioning correctly <input type="checkbox"/> Lights working <p>Speed Oven/Microwave:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/no heavy ash in speed oven <input type="checkbox"/> Vents/filters clean/all parts present <input type="checkbox"/> Works properly/no damage <p>Back counter cooler (if present):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean/no rust/gaskets in good condition <input type="checkbox"/> Shelving in good condition <p>Temperatures (*FS-Critical)</p> <ul style="list-style-type: none"> <input type="checkbox"/> S. Unit holding food 32-41 degrees <input type="checkbox"/> Hanging thermometer present in cooler <input type="checkbox"/> Food in back counter unit 32-41 degrees <p style="text-align: center;">Notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>