

JAZZ CLUB CLEANING CHECKLIST

FRONT DOOR MUST REMAIN LOCKED AT ALL TIMES

DINING / ENTERTAINMENT ROOM

Supply yourself with 2-3 colored microfiber rags (1 will be your damp rag, 1 will be your dry rag, 1 spare (do not use white rags in this area because they leave fuzz))

- A. Using a microfiber rag with sanitizer, wipe down tabletops, chairs, and booth seating (the long red seats with velvet backs located against left and right walls). Let crumbs and other food fall to the floor. Ensure that all tabletops are free of streaks and all seats are free of grease. If streaks are occurring, use Windex on damp rag then immediately follow with dry rag to dry up the Windex.
- B. Using broom and dustpan, sweep up large food particles, paper, and other items from the carpeted floor. Pay close attention to the base of tables and all corners where carpet meets walls or booth seating because food particles are often found there. Use a wet rag to wipe base of tables. Don't forget to sweep/vacuum stage area.
- C. Vacuum carpet.
- D. Align tables in straight rows and push chairs under the table for an orderly and organized finished appearance.
- E. Using the damp microfiber rag (not the white rags because they leave fuzz on the surfaces), wipe light switches and door handles with the damp rag to sanitize these high touch areas.

Note: On DEEP CLEANING days (Tuesdays) you must:

- 1. Dust tops of velvet booth seats using the small soft bristle hand brush or vacuum with attachment.
- 2. Dust 2 vertical heating pipes located on either side of the front window.
- 3. Dust off fire extinguisher, fire alarm switches and all other horizontal surfaces including tops of picture frames.

3 BATHROOMS

- F. Dust light fixture, tops of hand dryers, tissue holders, and soap dispenser.
- G. Wipe tile walls with sanitizer on microfiber rag. Watch out for streaks.
- H. Clean and sanitize entire exterior of toilet – do not forget the base of the toilet. Clean inside the toilet bowl.
- I. Clean and sanitize sink.
- J. Sanitize light switch and door handle (high touch areas).
- K. Replenish toilet paper. There should always be 2 rolls (partly used rolls should be on the bottom & new roll on top).
- L. Replenish hand soap using **ONLY** the soap designated for the bathroom. "Bathroom" is written on the bottle. This is a foaming soap.
- M. Empty garbage.
- N. Sweep and mop floor.

BAR AREA

(Rubber floor mats behind the bar MUST be washed before kitchen staff comes in at around 12:30pm)

- O. First, pick up all rubber mats behind the bar, take them downstairs and wash in the high-pressure washer. Bring them back upstairs and put aside until you have finished cleaning the bar and the floor behind the bar (be sure that there is no trash stuck in the holes of the mats).
- P. Wipe all food particles off stone bar counter and let fall to the ground where it will be vacuumed up later. With Windex and your damp rag, wipe down the bar counter using some force with your fingers to get up stubborn material that have dried up on the surface. It is VERY IMPORTANT that you run your flat hand (palm down) across the surface to make sure there are no food particles or sticky material left on the surface. Use dry rag to clean up any wetness and to get rid of streaks.
- Q. Clean gold grate at front of bar edge of bar counter and clean all stainless-steel metal behind the bar (includes sink, and all appliances).
- R. Sweep then mop floor. Replace mats. They must all be placed in their proper positions and completely flat on the floor. Do not leave edges up.

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- S. Dust front wood area of bar where the red stools are located and check that there is not food on the gold metal footrest. The footrest should be checked daily and cleaned with rag as needed.
- T. Empty garbage cans behind bars and put new bags in bins (3 bins total – 2 regular garbage, 1 recycle).

Note: On DEEP CLEANING days (Tuesdays) you must:

- 4. Carefully remove all alcohol bottles from shelves in an organized way that was shown to you and place on bar counter (there are 3 alcohol sections, each with 3 glass shelves).
- 5. Clean all glass shelves with Windex and paper towel and microfiber rag.
- 6. Wipe down each alcohol bottle with a clean damp rag and replace it on shelf. The bottles must be put back in the same spaces where they were taken from. **BE EXTREMELY CAREFUL DOING THIS. TAKE YOUR TIME. TAKE A CLEAR PICTURE OF THE BOTTLE SETUP IN EACH OF THE 3 SECTIONS FOR REFERENCE.**

FRONT SEATING AREA

- U. Using a microfiber rag with sanitizer, wipe down tabletops and chairs. Let crumbs and other food fall to the floor.
- V. Ensure that all tabletops are free of streaks and all seats are free of grease. Use same technique with Windex and rag described for the dining area.
- W. Clean front entrance door glass inside and out (as high as you can reach). Do not allow Windex to wet signage pasted on inside of the door. Spray in the tissue or rag when cleaning the inside glass.
- X. Sweep and vacuum floor and rug in entrance area. Complete this area by mopping the floor.

STAIRS AND LOWER-LEVEL OFFICE

- Y. Dust all ledges framing the staircase and sanitize the metal handrails on each side of the stairs. Sweep and mop stairs.
- Z. Dust office, empty garbage, sweep and mop floor.

CLOSING PROCEDURE

Do a walkthrough of ALL areas that you cleaned and check for things that were missed or that might need touching up such as:

- 7. Tabletops and bases.
- 8. Chairs and booth seats.
- 9. Check along walls of rooms for missed food or other items in dining and bar areas.
- 10. Look at bar counter from different angles to see if there are any smears, also run your hand over the bar counter surface to see if you feel any crumbs or stickiness.
- 11. Check bathrooms to ensure they look and smell clean and that all consumables (soap, tissue) were replenished.
- 12. Check glass of front entrance door.
- 13. Check that garbage bags were placed in all bins.
- 14. Check that surfaces have been properly dusted.
- 15. Check that bar mats have been put back properly.
- 16. Make sure bathroom keys were put back in the key box located in the boss' office.

Once you're satisfied that everything was done to company standard, you MUST:

- 17. Wash out rags, bucket, and mop.
- 18. Empty vacuum receptacle.
- 19. Place all supplies neatly in area under the stairs.
- 20. When exiting the club, be sure to **lock the front door with key and double check by pulling on the handle of the door.**

IF YOU ARE EVER UNSURE OF ANYTHING PLEASE CALL MILLER OR TONY FOR AN ANSWER.