

# DAILY BEAUTIFICATIONS

Store location \_\_\_\_\_ Weekending date \_\_\_\_\_

## **Wednesday**

- \_\_\_\_\_ 1. Clean the mop sink, mop bucket, and wet floor signs. Using a wet cloth, clean off all dirt. Clean faucets and behind all knobs. Organize all items in the mop sink area and clean walls and floor.
- \_\_\_\_\_ 2. Clean all wall tile and FRP. Clean all wall tile area around entire store. This includes the wall tile in the bathroom. Use spray cleaner and paper towels only. Clean the FRP in the back of house. Make sure all mobile equipment is moved to get the entire wall.
- \_\_\_\_\_ 3. Clean the storage shelves and display racks. Cleaning one shelf at a time, remove product, use a cloth and spray cleaner, spray on cleaner, and scrub. Wipe off with a dry cloth and replace product.
- \_\_\_\_\_ 4. Clean entrances. Clean all kick plates, door handles, door frames and thresholds. Use water and abrasive scouring pad on tough grime.
- \_\_\_\_\_ 5. Clean meat trays inside cold table. Wash, rinse and sanitize in the 3-compartment sink, and let air dry and place back in cooler.
- \_\_\_\_\_ 6. Clean chip racks and dessert display. Cleaning one shelf at a time, remove chips and clean with a damp cloth: remove cookies and brownies from display and clean with a damp cloth. Replace product.

## **Thursday**

- \_\_\_\_\_ 1. Clean the wrap machine. Use hot, soapy water, rinse with clean, hot water, then sanitize and air dry. Clean and organize all items on the shelves under the slicing table and landing tables.
- \_\_\_\_\_ 2. Clean the large spring scale and digital inventory scale. With hot, soapy water and cloth, clean and detail top, sides, front and back. Allow to air dry prior to use.
- \_\_\_\_\_ 3. Sweep. Pick up any debris in front of the store and in parking lot with a dustpan and discard in the dumpster. Also sweep outside the back door and around the dumpster or garbage cans.
- \_\_\_\_\_ 4. Polish stainless steel. Use a dry cloth and stainless steel polish. Spray on polish, scrub with one side of the cloth, and buff to a shine with the other.
- \_\_\_\_\_ 5. Remove dust from all refrigerator, bottled beverage cooler and cold table units. Carefully remove any dust/debris build up with vacuum or soft bristle brush. Clean the drip tray underneath each cold table with warm soapy water, rinse, let air dry, and replace.
- \_\_\_\_\_ 6. Audit all refrigeration gaskets. If they are ripped or have gaps, they should be replaced.
- \_\_\_\_\_ 7. Detail POS terminals, VeriFone terminals, and printers. Clean the POS and VeriFone screens with LCD screen cleaner. Clean the metal of the POS, the printers, and the VeriFone terminals with spray cleaner - spray onto a soft cloth and wipe clean. After cleaning the POS terminals, confirm that all wires are hidden either under or behind the POS terminals or under the counter.

## **Friday**

- \_\_\_\_\_ 1. New Bread Knives. Prior to 10:30am, put new knives in the bread position at each make line and discard the duller knives. (Do this if you did not put new knives out last Friday)
- \_\_\_\_\_ 2. Dust menu board, pictures, neons and signs. With a dry cloth or dust wand, dust the tops, sides and fronts.
- \_\_\_\_\_ 3. Sweep out walk-in freezer and walk-in cooler. Sweep out entire floor of freezer and cooler. Scrape off any stickers, tape, and anything stuck to the floor.
- \_\_\_\_\_ 4. Clean bread rack(s). Use stainless steel cleaner and an abrasive scouring pad and bring to a full shine (top, sides, racks, base, and wheels).
- \_\_\_\_\_ 5. Check first aid kit. Notify manager if low on any bandages and any other items which may include: gauze, bandages, wound cleaning agent, tweezers, tape, gloves, burn treatment, elastic wrap, and finger cot.

## **Saturday**

- \_\_\_\_\_ 1. Clean mopguard around the base of the restaurant. Using a wet, soapy cloth, clean the base that runs along the floor of the restaurant. Make sure to move all movable equipment and clean entire mopguard.
- \_\_\_\_\_ 2. Polish stainless steel. Use a dry cloth and stainless steel polish. Spray on polish, scrub with one side of the cloth, and buff to a shine with the other.
- \_\_\_\_\_ 3. Clean all HVAC supply and return air vents and restroom fans. Use a damp cloth to remove all dust and dirt from each vent.

- \_\_\_\_\_ 4. Car Toppers. Clean all car toppers using spray cleaner and a clean cloth, removing all dirt and scuffs. Confirm that magnet screws are tight and all bulbs are working. Tell the manager on duty if any are not.
- \_\_\_\_\_ 5. Tool Box/Bag. Clean and organize the tool box.

### **Sunday**

- \_\_\_\_\_ 1. Clean grease trap. Open top to grease trap and use a cup to scoop out all debris. Put debris in pickle bucket, put lid on the pickle bucket, and throw away in trash. Seal lid after removing all debris.
- \_\_\_\_\_ 2. Clean all windows and window ledges. Clean inside and outside of windows and window ledges. Use spray cleaner and paper towels only.
- \_\_\_\_\_ 3. Check all metro racks, chip rack, display racks, and storage shelving for neat order. Straighten all clean lexans, stainless steel pans, utensils, food and paper products on metro racks and storage shelves. Cut tops off of all newly opened boxes for easy access. Check display racks and display the products in a neat manner. Confirm all products have been rotated per FIFO (first in, first out).
- \_\_\_\_\_ 4. Clean the vent hood over the oven. Remove the filters and wash in the 3-compartment sink. Clean the inside and outside of the hood with stainless steel cleaner and a dry cloth.
- \_\_\_\_\_ 5. Audit all gaskets using the dollar bill test. Check all four sides of oven and proofer doors to confirm there is a slight resistance when pulling dollar. If too loose, adjust magnet near handle and/or adjust door hinges. If gaskets are ripped or have gaps, they should be replaced.
- \_\_\_\_\_ 6. Clean the soffit. With sanitizing solution and a moist cloth, wipe down all of the soffit. Remove any and all build-up.

### **Monday**

- \_\_\_\_\_ 1. Clean the phones and driver box. Use spray cleaner and a dry cloth. Clean around all buttons, earpieces and mouthpieces of the phones. Clean all laminated delivery and abbreviation charts. Clean the countertop, exterior, and interior of the driver box.
- \_\_\_\_\_ 2. Clean behind the file cabinet. Pull out the cabinet, wipe the floor, wall, and all sides of the cabinet with spray cleaner and a cloth.
- \_\_\_\_\_ 3. Clean the office. Using spray cleaner and a cloth, lift up all items on desk and wipe down. Clean computer, monitor, desktop, shelves above, exterior of network cabinet, adding machine, desk chair, time clock, all calculators, and fax machine/printer. After cleaning this area, confirm that all wires are neatly organized.
- \_\_\_\_\_ 4. Clean the bag-in-box. Wipe down the bag-in-the-box storage unit, along with all visible lines running from the bag-in-the-box to machine. Audit the dates on all bag in boxes. Communicate to your manager any boxes that are expired or will expire in the next 7 days.
- \_\_\_\_\_ 5. Clean the interior of all coolers/refrigeration units. Remove debris, wash with hot water and detergent, rinse, sanitize and allow to air dry.
- \_\_\_\_\_ 6. Clean the ice machine, ice scoop, and ice bucket. Remove debris, wash with hot water and detergent, rinse, sanitize and allow to air dry all components including ice scoop and ice bucket. Clean the door as well as the top, sides, and feet of the machine.

### **Tuesday**

- \_\_\_\_\_ 1. Clean the wrap machine and sticker caddies. Use hot, soapy water, rinse with clean, hot water, then sanitize and air dry. Clean and organize all items on the shelves under the slicing table and landing tables. Remove all sticker residue and stickers stick to the label caddies, then rinse.
- \_\_\_\_\_ 2. Sweep. Pick up any debris in front of store and in parking lot with a dustpan and discard it in the dumpster. Also sweep outside the back door and around the dumpster or garbage cans.
- \_\_\_\_\_ 3. Dust all ceiling fans, speakers, lighting, and painted walls. With a dry cloth, dust all lighting (track lights, soffit lights, bathroom lights, kitchen fluorescents), fans, and ceilings in the store. Dust all painted walls top to bottom. Remove any cobwebs/dust around the unit.
- \_\_\_\_\_ 4. Polish stainless steel. Use a dry cloth and stainless steel polish. Spray on polish, scrub with one side of the cloth, and buff to a shine with the other.
- \_\_\_\_\_ 5. Clean all tables, booths, chairs, high-chairs, and patio furniture. Wipe down all table bases, chair legs, and booth frames with a dry cloth and sanitizing solution. Check the bottom side of all tables and chairs - remove all gum. Check tables for level feet and adjust as needed.
- \_\_\_\_\_ 6. Floor drains and drainpipes. Thoroughly clean using an abrasive scouring pad and cleaning solution.