

OPERATIVE CLEANING FOR AUDITORIUMS

Visual support

Equipment and supplies

- Air freshener
- Degreaser
- Mild cleaner
- Black trash bags
- *Large* trash can
- Bucket
- Small broom
- Long broom
- Blue cloth
- Dustpan
- Mop
- Radio
- Trash compactor

Considerations/ Instructions

- The cleaning crew should be in the auditorium 10 min. before the end of the show.
- When the crew is inside the auditorium, they must be silent and not be in view of the clients.
- The door of the auditorium must be closed after the last client leaves.
- The cleaning can not begin until the last client leaves.
- The cleaning must be done with the cleaning lights turned on.
- If there should be any lost items in the auditorium, they must be given to the manager on duty.
- Materials used in several areas, should be cleaned frequently to avoid carrying dirt around.

Process



1

Walk through the rows of the auditorium, from bottom to top, and pick up booster seats and trays if there are any.



2

Pick up any trash found in the seating area and deposit it in a black bag. If there are popcorn buckets, flatten them and cut them in half. If there are cups, pour any remaining liquid in a bucket and crush them.



3

If the arm rests are up, lower them until they stop.



4

If there are any dirty cup holders, spray them with degreaser and clean with a blue cloth .



5

With the small broom sweep the floor of the rows from top to bottom, as well as under the seats and spaces in between them and collect the accumulated trash.



6

Pick up the trash using the small broom and dustpan and put it in the trash can.



7

If there are any spills of liquid on the floor, spray with mild cleaner and clean with the damp mop.



8

Sweep the carpet on the stairs, front and hall, pick up the trash.

Process



9

Using the large broom and dustpan, pick up the trash, throw it in the can .



10

Check that the armchairs are clean and in good shape. If any should be very dirty, carry out deep cleaning, removing any stains or soil on it. If any should be in poor shape, report it so it will be blocked in the system.



11

Check that the trash cans in the auditorium are below 50 % capacity, otherwise replace the bag with a new one. Use a trash compactor if needed.



12

Clean all accessories of the auditorium if necessary, guardrails, handrails, signs and fire extinguishers with blue cloth and mild cleaner.



13

Spray air freshener in the auditorium alternating rows, front of the room and halls. You should spray into the air, not directly on the seats, walls or carpet.



14

If necessary, clean booster seats with a blue cloth and degreaser and place them in the designated space inside the auditorium.



15

If there are any trays in the auditorium, pick them up and carry them to the cleaning room or washing area



16

If there is a container with dirty 3D glasses, take it to the cleaning room or washing area.



17

Spray mild cleaner on the access doors and clean with a blue cloth.



18

Review that everything is done and check the points indicated in the corresponding log.



19

Notify the ticket collector by radio that the auditorium is clean.

