

PREOPERATIVE AUDITORIUM CLEANING

Visual support

Equipment and supplies

- Air-freshener
- Degreaser
- Stainless steel cleaner
- Mild cleaner
- Sanitizer
- Chewing gum remover
- Black trash bags
- Trash cans
- Large brush
- Small broom
- Large broom
- Spatula
- Blue cloth
- Green cloth
- Dustpan
- Mop

Considerations/Instructions

- Cleaning should be done with the cleaning lights turned on and the air conditioner turned off.
- The cleaning products solutions should be prepared following the supplier specifications.
- The trash cans should be deep cleaned twice a week (depending on the flow of attendees at each movie).
- If there are any lost items found in the auditorium, they must be given to the manager on duty
- Wash “big wheel” trash cans frequently or according to need.
- According to amount of filth, clean speakers, projection windows, screens and air conditioner vents. It is preferable that this should be done by a specialized supplier.
- Materials used in several areas, should be cleaned frequently to avoid carrying around dirt.

Process



1

Pick up any trash on the seats and place it in the trash can.



2

If there are any trays, children seats and 3D lenses, pick them up and take them to the washing room.



3

Sweep floor between rows from top to bottom with the small broom careful not to leave residue under the seats, pick up trash with the dustpan and throw it in the trash can. If there are stubborn stains or chewing gum, use a spatula.



4

Scrub the joints between the seats with a large brush.



5

Clean the fabric part of the seats with a blue cloth moistened with water.



6

Clean the cup-holders with degreaser and a blue cloth. The arm rests should not be left raised.



7

Clean back of the seat, legs, dust guard and side or cover of the seat with mild cleaner and a blue cloth.



Note: if the auditorium is not traditional, clean with blue cloth and mild cleaner the pleather surfaces and with green cloth the spaces between the seats and the tables, then apply sanitizer to top of table. Use degreaser for stubborn stains.

Process



8

Check that the seats are clean, and do deep cleaning if necessary.



9

Check that the seats are in good shape, if not, report them and block them in the system.



10

With the large broom apply mild cleaner on the floor of the rows and scrub from top to bottom at least once a week or as required.



11

With a mop soaked with clean water working from top to bottom remove all cleaner from the floor of the rows at least once a week or as required.



12

With large broom, sweep carpet from top to bottom on the stairways, hall and front of the auditorium. Pick the trash with the dustpan and put in the trash can.



13

Check that the carpet is free from stains or chewing gum, otherwise do deep cleaning using chewing gum remover. Vacuum and brush daily.



14

Remove used bags from the trash cans in the auditorium.



15

With a blue cloth and degreaser, clean the can inside and outside, as well as the rings or tops. After that sanitize the inside of the can.



16

Place a new bag in a way that it is well tucked to the trash can.



17

Clean with a blue cloth and mild cleaner all railings, fire extinguishers signs, and moldings in the hallways.



18

Clean with a blue cloth and mild cleaner the stairways and hall carpet edging, as well as the non-skid surfaces.



19

Clean behind the screens and make sure there are no objects of any type in sight.



20

With mild cleaner and blue cloth, clean the emergency exit doors. Check that they operate correctly and that they have no logs.



21

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



22

Clean with a blue cloth and mild cleaner the access doors, frames, eyeholes, handles and numbers. With stainless steel cleaner, clean all metal parts. If the push area is very dirty, apply degreaser.