



OPERATING CRITICAL POINTS

Operating procedures
US-OP-OCP-00

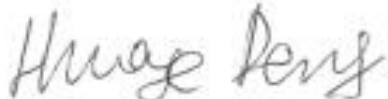
CINÉPOLIS


Revision 00: *yyyyy x, 2014.*


Cancel and replaces: None.

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1. Process description

Objective

The objective of this audit tool is aligning the set of processes enabling the areas assessed. The objective of this audit & documentation is to align all the processes throughout theater.

Frequency

You should complete this audit at least once a month, at all Cinépolis cinemas.

Application schedule

This audit should be completed 1-2 hours before the first show time,

People involved in the Audit¹






During this audit, it's necessary to have the presence of the Regional Manager, General Manager and/or the Manager On-Duty of the cinema.

Method of Evaluating



The audit is applied across different types of verification. If the cinema meets the criteria, it must qualify with "YES", otherwise "NO" and when the situation does not apply "NA".

If the Regional Manager Notices there haven't been follow-up/correction on the findings identified in past audits, or detect a serious deviation, further deductions can be made up to 5 points.

The symbols used in this document to determine the method of review is as follows:







	Visual verification.
	Oral verification.
	Hearing verification.
	Verification of records.
	Verification time base.







¹ If it is found that this audit tool is not applied correctly and under the criteria established, those involved will be punished through an administrative act or penalty of their variable compensation.







	Check on the computer system.
	Verification by calculation or analysis.







2. Critical points


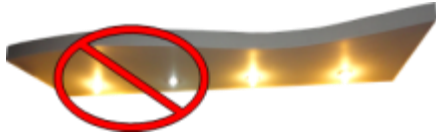
2.1. Lobby and Corridors

Review method	Sample size	Criteria	Reference
	All area	<p>1. Check that the temperature in the lobby is adequate:</p> <ul style="list-style-type: none"> • Validate that the temperature in the lobby is 74 Degrees. 	
	All Vents	<p>2. Check that the vents of the air conditioner are clean and in good condition:</p> <ul style="list-style-type: none"> • Check that the vents are clean, without dust or stains: • They are well maintained and in good condition. 	
	50% row posts	<p>3. Check to see if the retractable posts are in good operating and physical condition:</p> <ul style="list-style-type: none"> • Check for no dents, dust, debris, not loose, tension in retractable strap. 	





Review method	Sample size	Criteria	Reference
	<p>All area</p>	<p>4. Check that the physical conditions of the floor (wood, tile and carpets), walls and ceiling are in good condition: Check</p> <ul style="list-style-type: none"> • The floor is free from stains, puddles, grease, spills, popcorn or garbage. • Ceiling in good condition, no structural or visual issues. • Walls must be clean and in good condition. • Glass (windows and doors) must be clean and dust, smear, and mark free. 	
	<p>A corridor of each type</p>	<p>5. That the physical condition of the access and exit halls is adequate:</p> <ul style="list-style-type: none"> • Check and make sure all access and exits doors are free & clear of obstruction and debris. • Panic bars are operational and no obstructions outside of the door. 	
	<p>All equipment</p>	<p>6. That the physical condition of the stairs is adequate:</p> <ul style="list-style-type: none"> • Check that the stairs and rail are clean and in good physical and operating condition. • Verify carpet is clean and not worn. 	





Review method	Sample size	Criteria	Reference
	Trash bins	<p>7. The physical and operating condition of the trash bins in lobby and corridors is acceptable: Check</p> <ul style="list-style-type: none"> • That the trash bins are clean both inside and out and in good condition and the garbage may not exceed 75 % of its capacity. • That the trash bins have a fitted, black plastic bag well tucked and perfectly adjusted. Extra bags no bad odors • That the trash is compacted. 	
	All area	<p>8. That the physical and operational condition of the lounge and sitting area are adequate: Check</p> <ul style="list-style-type: none"> • TV screens should exhibit the approved content. • The tables and chairs must be clean and free of debris. • The tables must be clean. • The tables and chairs must be leveled without any loose parts. • All furniture must be clean and free of stains. • Hangers must be clean and operational. 	
	All area	<p>9. That door signs have accurate show times:</p> <ul style="list-style-type: none"> • Check current or following ShowTime is displayed. • Monitors should be ON. 	





Review method	Sample size	Criteria	Reference
	<p>All area</p>	<p>10. That the Music is on and clear: Check</p> <ul style="list-style-type: none"> • Music is on approved channels and correct volume. • Validate that the volume of the background music is adequate and allows the dialogue between the guests. 	
	<p>All area</p>	<p>11. That there is always a Manager on the floor:</p> <ul style="list-style-type: none"> • Validate that there is a person responsible for the operation, at the floor level (not in the office). • Visible and circulating with guests and employees. 	
	<p>Minimum 5 poster cases</p>	<p>12. That the physical and operational conditions of the poster boxes are adequate:</p> <ul style="list-style-type: none"> • Check that the poster boxes are clean (front, sides upper and inferior parts), free from dust, stains and grease. • Verify that they are switched on. • Verify approved posters are displayed. • The posters are aligned, not broken, scratched or wrinkled. • The glass should not be scratched, broken and with the lamps functioning correctly. 	







Review method	Sample size	Criteria	Reference
	<p>All area</p>	<p>13. That the illuminations of the lobby and corridors is according to the established criteria: Verify</p> <ul style="list-style-type: none"> • That the illumination is switched on and there are no dark areas. • Lamp shades and fixtures at lobby must be clean and operational. • That there is only white light (no light types combine). • There are no burnt out bulbs or switched off, only 1 bulb is enough to penalize this question. 	


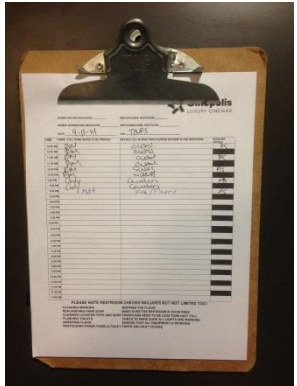


2.2. Restrooms





Review method	Sample size	Criteria	Reference
	<p>All restrooms</p>	<p>1. That all the toilets are operational: Request</p> <ul style="list-style-type: none"> • All toilets in the theater are in adequate condition for their functions and use. • In case of being out of service, it has to be labeled OUT of ORDER and repaired immediately. • Toilets automatic flushing works properly. 	
	<p>50% of the equipment</p>	<p>2. That the physical and operating condition of the toilet seats is adequate: Request</p> <ul style="list-style-type: none"> • The toilet seats are clean free from debris. • There are no leakage or clogged. • Validate that the sensors or activator works correctly. • Verify that the toilet seat is damage free. • That the toilet seat is not damaged or loose. 	







Review method	Sample size	Criteria	Reference
	<p>50% of the equipment</p>	<p>3. That the physical and operating condition of the urinals is adequate:</p> <ul style="list-style-type: none"> • That the urinals are clean and free from dust. • That there are no leaks or clogs • Validate that the sensors or activators are operating correctly. • Validate that the drains are clean. • Validate that the urinals have clean urinal pads. • The urinals do not have debris, gum, or garbage inside. 	
	<p>All area</p>	<p>4. That the physical condition of the floor, walls and ceiling is adequate:</p> <p>Request</p> <ul style="list-style-type: none"> • That the floor and ceiling are clean, without spills, stains, papers, garbage, scratches or writing. • That the ceiling is clean without any stains or markings. • There are no puddles on the floor. • Walls are dry and clean. • Ceiling tiles must be replaced if damaged or worn. 	



Review method	Sample size	Criteria	Reference
	50 % of the equipment	<p>5. That the physical and operating condition of the partitions and hooks are adequate: Verify</p> <ul style="list-style-type: none"> • They are clean, free from dust, stains, and graffiti. • They are well attached to the wall. • Verify that the hooks are clean and in good condition. • In case of the handicap restrooms, guest hooks must be at correct height. • The doors open & close properly and the locks work correctly. 	
	100 % of the equipment	<p>6. That the physical and operating condition of the sinks and mirrors is adequate:</p> <ul style="list-style-type: none"> • Verify that the sinks are clean, without puddles, stains, bumps or garbage. • The faucets are fixed (no movement) and without drip. • The surface of the sinks is not opaque or stained by water. • The mirrors have framework if applicable. • That the storage under the sinks is clean and in good condition. • Verify that the mirrors are clean, without scratches, stains, and in good condition. • In case of having a closed cabinet at the front it should be cleaned periodically inside, even if it's not visible to guests. 	

Review method	Sample size	Criteria	Reference
	<p>All restrooms</p>	<p>7. That there are no bad odors and the exhaust system works correctly:</p> <ul style="list-style-type: none"> • Verify that the exhaust system is working. • That the vents from the exhaust system or air conditioner are clean and in good condition (not broken or damaged). • There are no bad odors. 	
	<p>100 % trash cans</p>	<p>8. That the physical, cleanliness and operating condition of the trash cans is adequate:</p> <p>Validate:</p> <ul style="list-style-type: none"> • That the trash cans are clean, painted, without scratches, oxide or broken. • They have a fitted, black plastic bag, perfectly adjusted (with extra bag). • That the garbage is compacted and it does not exceed 50 % of its capacity. • They are clean inside and out, without dust, stains or liquids. 	
	<p>100 % of equipment</p>	<p>9. That the Feminine product dispenser is available and stocked:</p> <ul style="list-style-type: none"> • Validate feminine product dispensers should be clean, in good maintenance condition and stocked. 	







Review method	Sample size	Criteria	Reference
	<p>At least one of each gender</p>	<p>10. That the restroom log is complete and correctly filled out:</p> <ul style="list-style-type: none"> • Validate that there is a log for the restrooms by gender and it is filled out correctly, signed by the Manager On-Duty, every hour. • Validate that there is tracking of the restroom logs from at least one previous month. • That the restrooms are being checked every 30 minutes according to the log. • The log must be kept in the restrooms. • The log is filled out until the last show. • It is necessary to perform the cleaning process until the last guest leaves. 	
	<p>50 % of the equipment</p>	<p>11. That the physical and operating condition of the hand dryer is adequate:</p> <ul style="list-style-type: none"> • Verify it is activated when passing through ones hands. • It is clean and without scratches. 	







Review method	Sample size	Criteria	Reference
	<p>50 % of the equipment</p>	<p>12. That the physical and operating condition of the paper towel dispensers is adequate and stocked: Verify</p> <ul style="list-style-type: none"> • It is clean, without scratches or dust. • The sensor works, and the towels come out easily; it does not get trapped or broken. • It must have at least more than 1/2 of paper towel available. 	
	<p>50% of the equipment</p>	<p>13. That the physical and operating condition of the soap dispensers is adequate and stocked: Verify</p> <ul style="list-style-type: none"> • It is clean and without scratches or stain. • It has more than 1/2 of soap in the cartridge. • When activating sensor of the dispenser, the soap comes out correctly. • There are no leaks or drips of liquid soap. 	



Review method	Sample size	Criteria	Reference
	50% of the equipment	<p>14. That the physical and operating condition of the toilet seat dispensers is adequate and stocked: Verify</p> <ul style="list-style-type: none"> • It is clean, without scratches or dust. • When pulling out the paper it comes out correctly & easily. • The dispenser is more than half filled. 	
	50% of the equipment	<p>15. That the physical and operating condition of the toilet paper dispensers is adequate and stocked: Check</p> <ul style="list-style-type: none"> • It is clean, without scratches or dust. • When pulling out the paper it comes out correctly. • The dispenser is more than half filled of toilet paper 	
	All equipment	<p>16. That the physical and operating condition of the changing tables is adequate: Verify</p> <ul style="list-style-type: none"> • That the changing tables are clean, in good condition, without scratches and not broken. • That the buckle & belt of the changing table works correctly. • The changing table is stocked with towels. • When pulling down the cap of the changing table it stays fixed. 	

Review method	Sample size	Criteria	Reference
	<p>All area</p>	<p>17. That the lighting and signage are in good physical and operational conditions:</p> <ul style="list-style-type: none"> • Verify that there are no dark areas, there are no burnt bulbs or switched off. With one or more burnt out bulbs, this question is penalized. • The light is the same color; the type of light should not be combining (white or warm light) only white lights should exist. • The access signage is clean, in good conditions and illuminated if applicable. • All signage inside the restrooms is clean, in good conditions, well painted and glued, and not twisted. 	





2.3. Kitchen, bar and concessions

Review method	Sample size	Criteria	Reference
	All area	<p>1. Is the food being plated and presented according to the recipe:</p> <ul style="list-style-type: none"> • The recipe is being followed with quantities and measurements. All menu items are plated identically. • Validate that current recipes are posted. 	
	All area	<p>2. Is the bar pouring drinks according to the recipe? Is a jigger present and being used.</p> <ul style="list-style-type: none"> • All drinks are poured with accurate measurement according to the recipe. 	
	One per flavor	<p>3. Popcorn is prepared fresh and available: Verify</p> <ul style="list-style-type: none"> • Freshly made popcorn of all flavors are available. Any gourmet popcorn is pre-portioned. • Popcorn must be made fresh. • Test popcorn quality and check: texture, flavor, oil, temperature, crunch, color (not burnt). 	







Review method	Sample size	Criteria	Reference
	All area	<p>4. Are the floors, ceiling and walls clean:</p> <ul style="list-style-type: none"> • Validate there is no unattended debris on the floors or under the equipment, ceiling and walls. There are no black stains in high traffic areas. Floor is tended to frequently. 	
	All area	<p>5. Is the equipment maintained and operational:</p> <ul style="list-style-type: none"> • Validate all equipment is clean without stains. There are no dents or damage. 	
	All area	<p>6. Is storage maintained, clean and accessible: Validate</p> <ul style="list-style-type: none"> • There are no open boxes with product. All products are labeled and easily inventoried. There is no product on the floor or material on the floor disabling easy access to product. • FIFO is follow correctly. • Products are labeled and organized. 	







Review method	Sample size	Criteria	Reference
	<p>All area</p>	<p>7. Are the trashcans in proper condition:</p> <ul style="list-style-type: none"> • Validate trash cans must maintain one or more spare bags and be clear of any stains or debris from previous business days. 	





2.4. Usher point




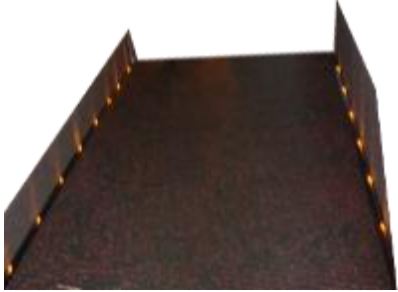


Review method	Sample size	Criteria	Reference
	<p>1 podium</p>	<p>1. There is trained employee assigned for the auditoriums control and has the necessary tools to performed its function: Verify</p> <ul style="list-style-type: none"> • There is a fixed person certified controlling the access to the guests to auditorium and/or corridors. • The employee is wearing the uniform accordingly to the established criteria 	
	<p>1 podium</p>	<p>2. The physical and operational conditions of the usher point area are in good condition:</p> <ul style="list-style-type: none"> • Validate that the usher point area is clean, without stains, scratches, bumps, and is well painted with a operating computer. 	


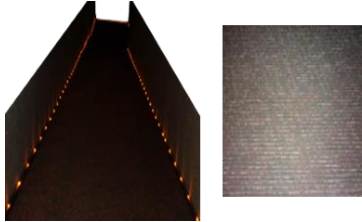




2.5. Auditoriums





Review method	Sample size	Criteria	Reference
	Minimum 3 auditoriums	<p>1. The auditorium is ready 15 minutes before the show starts: Request:</p> <ul style="list-style-type: none"> • That the auditorium is ready to operate 15 minutes before the show starts. • Ready means - clean, operational, good temperature. There must be menus presented properly and a Supervisor greeting guests upon entry. 	
	All 21 and over shows	<p>2. When it is a 21 and over show, there is an employee outside the auditorium checking IDs:</p> <ul style="list-style-type: none"> • Check that in all 21 and over screens there is an employee full time checking guest's IDs. • No alcohol should be in any other theater. • All employees inside this theater must be 21 years old. 	
	TBD	<p>3. During peak period, assigned serving teams should be directed by Manager: Request</p> <ul style="list-style-type: none"> • Serving teams are assigned to a specific supervisor. • Supervisor directs and coordinates service in theater prior to trailers until start of feature. 	


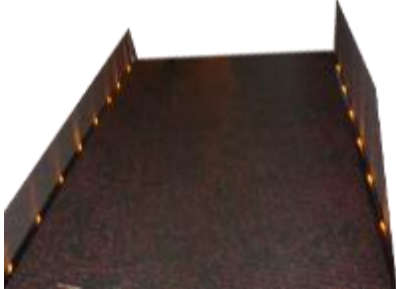


Review method	Sample size	Criteria	Reference
	Minimum 2 show's beginning until the first dialogues	<p>4. The projected image is sharp and the voices are clear from the beginning of the film: Request</p> <ul style="list-style-type: none"> • The image is clear and with sharp color. • The image is not projected with lines or stains. • The voices, music or ambient sounds are clear. • The image is well centered, not overflowed of the screen. • That the image is focused. • The image covers the whole screen, not over edge. • The macro and resolution are correct. 	
	Minimum 2 auditoriums	<p>5. The masking works correctly:</p> <ul style="list-style-type: none"> • From the beginning (trailers & advertising) the masking is working correctly according to the format (flat or scope). • Verify that both the top and side masking works correctly. • With or without masking, digital projection has to cover the whole screen. 	
	Minimum 2 starts	<p>6. The order of the projection (trailers, advertising, etc.) is according to instructions:</p> <ul style="list-style-type: none"> • Verify the e-mail or document with the instructions for the distributions of the content. • If there is a difference, there should be an e-mail of authorization from the programming/marketing department. • Validate that the advertising is according to the instruction from marketing. 	





Review method	Sample size	Criteria	Reference
		<ul style="list-style-type: none"> • Respect the following projection order: <ul style="list-style-type: none"> ○ Advertising. ○ b) Trailers. ○ c) Film. 	
	<p>Minimum 3 auditoriums</p>	<p>7. Speakers of the auditorium are operating correctly:</p> <ul style="list-style-type: none"> • Check audio is crisp and clear. • Speakers are free of dust and debris. 	
	<p>Minimum 3 auditoriums</p>	<p>8. The ceiling vents of the air conditioner are clean and in good conditions:</p> <p>Request</p> <ul style="list-style-type: none"> • The ceiling tiles are not cracked or show visible damage. • The exhaust or air conditioner vents are clean, without dust or stains. 	



Review method	Sample size	Criteria	Reference
	Minimum 3 auditoriums	<p>9. The hand rails and access doors of the auditoriums are in good physical and operating condition: Validate</p> <ul style="list-style-type: none"> • That the access doors are clean, without dust or stains. • The hand rails of the access corridors are complete, fixed and clean • The doors close and open correctly as set by cues. 	
	Minimum 3 auditoriums	<p>10. Walk way and steps are in good condition: Validate</p> <ul style="list-style-type: none"> • Walk way and steps are clear of dirt and debris. • All the lights along the line are working. • Foot step lights must be maintained and lights must be operational. 	
	Minimum 3 auditoriums	<p>11. There is an auditorium trash bin and it is clean and in good physical and operating condition:</p> <ul style="list-style-type: none"> • Verify that there is a trash bin for all auditoriums, if applicable, clean both inside and out, with a black plastic bag, well tucked. • The maximum amount of trash can be 50 % of its capacity. • It is in good condition, well painted, not broken. • There should be a black plastic bag in use and an extra for following use. 	

Review method	Sample size	Criteria	Reference
	Minimum 3 auditoriums	<p>12. Floor carpets and felt wall are in good operating condition:</p> <ul style="list-style-type: none"> • Validate floor carpets must be clean, in good conditions, attached well, free of dust, stains, damages, greasy, marks and bad odor. • Felt wall must be clean, in good condition, attached the wall and free of dust, stains, damages, greasy, marks and bad odor. 	
	Minimum 3 auditoriums	<p>13. Inside the auditorium there is a pleasant odor (neutral):</p> <ul style="list-style-type: none"> • Validate that the odor inside the auditorium is pleasant (it should not have a bad odor). 	
	All the buttons	<p>14. Service call button is in good physical and operating condition:</p> <ul style="list-style-type: none"> • All the buttons in the building alert to the master screen and visible to management. 	

Review method	Sample size	Criteria	Reference
	<p>All tables</p>	<p>15. Food and beverage menus are found on all tables in the auditorium: Validate</p> <ul style="list-style-type: none"> • Food and beverage menus are found on every table in every auditorium. • Food menus should be placed according to the instructions. • All menus are current and up to date. • The menu's is in good physical condition and the light works properly. 	
	<p>At least 3 rows per auditorium from the middle to top</p>	<p>16. The seats in general are in good physical and operating condition:</p> <ul style="list-style-type: none"> • Make sure that the leather of the seats is clean, without stains and in good operational condition. • The automatic recliner system works correctly. • No damaged leather. • Check the seats for cleanliness, free from stains, leftovers and in good maintenance: <ul style="list-style-type: none"> ○ Backrest ○ Elbow pads ○ Cup holders ○ Bottom part of the seat 	

Review method	Sample size	Criteria	Reference
	<p>Minimum 3 auditoriums</p>	<p>17. The lighting and signage in the auditorium are in good physical and operational conditions:</p> <ul style="list-style-type: none"> • Validate that the "exit", "emergency exit" and "emergency lamps" signage is clean, in good condition and operating at 100%. • That the access signage is clean, in good condition, not scratched or damaged. • Verify: <ul style="list-style-type: none"> ○ Cleaning lights. ○ Trailer lights ○ Feature lights Are at correct settings. 	
	<p>Minimum 3 auditoriums</p>	<p>18. Is the temperature inside the comfort range:</p> <ul style="list-style-type: none"> • Validate that the temperature inside the auditorium is 74 degrees. 	

Review method	Sample size	Criteria	Reference
	<p>Minimum 3 auditoriums</p>	<p>19. The emergency exits are in good physical and operating condition and are not blocked or closed: Validate</p> <ul style="list-style-type: none"> • They are free from obstacles. • They are operating correctly when pressing the panic bars and closing without any difficulty. • If there are door handles, they are clean and in good conditions. • They are clean, without dust and stains. • That the frameworks are clean without stains. • They have not padlocks or any other safety device that avoids the complete opening of the door. • There is a sign indicating that it is an emergency exit. • They have an emergency lamp near to them. • None of the emergency signs are blocked by any objects or advertising. • Outside the emergency doors should be clean. 	
	<p>The proper theaters for 3D glasses</p>	<p>20. 3D glasses are available and have been issued to guests: Check</p> <ul style="list-style-type: none"> • Proper sizes are issued correctly. • 3D recycling bin is easily accessible for guest to return glasses. • The 3D glasses recycling bin should be free of garbage and debris. 	

Review method	Sample size	Criteria	Reference
	Minimum 2 auditoriums	<p>21. ADA row is clean a free of debris: Verify</p> <ul style="list-style-type: none"> • ADA row seats are pulled out and validate cleanliness. • Seat should have easy access for a wheel chair. 	

3. Chart of changes

Revision	Description of changes	Date
00	Original document	mm/dd/aa

4. Logs

Kitchen		Month:	Manager Authorization:	GM Initial:	Cinépolis LUXURY CINEMAS						
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	MOO Signature:	Time:		
Week	1	2	3	4	5	6	7				
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
	29	30	31								



Breakdown of cleanup activities

Sauce pumps	<ul style="list-style-type: none"> * Clean inside and out (should be sanitized). * Remove old sauce. * Sanitize with 70% alcohol grease both inside and out (also check spouts). * Clean drawers. * Trash can should be clean and have a black bag.
Nachos boxes	<ul style="list-style-type: none"> * It must be clean, without leftovers and in good conditions. * Stylic boxes should be clean. * Make sure there are not loose leftovers.
All shelves	<ul style="list-style-type: none"> * Clean, without dust. * No stains, gums or glue. * Complete structure (no piece should be missing) in good conditions for its proper functioning.
Visit coolers	<ul style="list-style-type: none"> * All the products removed and deposited back to the store. * All the shelves to be clean and having no deposit/merch accumulation. * All the cabinet grates to be clean and having no accumulations. * Area behind the floor needs to be clean and without any accumulations.
Floor cleaning	<ul style="list-style-type: none"> * Clean and stain free (no gum, etc.) * Free from any object obstructing the passage.
Sinks	<ul style="list-style-type: none"> * Clean, no water accumulation. * Grease trap to be clean. * No food particles to go into the water pipes.
All utensils	<ul style="list-style-type: none"> * Clean and sanitized/sterile. Place them in a container with sanitized water. * No food particles to be left in the sink. * Bulk candy buckets clean and empty. * Ladles and measuring spoons to make popcorns should be clean and sanitized.
All GN pans	<ul style="list-style-type: none"> * Clean and sanitized. * Placed upside down at their respective places.
All plastic containers	<ul style="list-style-type: none"> * Clean surface, without products inside. * All containers still needed for storage should be sealed & labeled.
Ice machine	<ul style="list-style-type: none"> * Clean in sanitized water. * Clean, sanitized, free from leftovers (buckets and platform). * Correctly operating and in good maintenance conditions. * According to size, it should be transparent (no white).
Deep freezers	<ul style="list-style-type: none"> * Kept organized. * No signs of cleaning. * Free from stains. * Free of any odors, dirt, spills.
Cleaning supplies closet	<ul style="list-style-type: none"> * Clean, without garbage. * Cleaning chemicals should be kept in their area. * Clean, without any object that does not belong.



Lobby **Month:** **Manager Authorizations:** **GM Initial:**

Cinépolis LUXURY CINEMAS

Week	Sunday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	<p>1</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>2</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Door grills MOO Signature Time:</p>	<p>3</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>4</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>5</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>6</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>
Week 2	<p>7</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>8</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>9</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>10</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Door grills MOO Signature Time:</p>	<p>11</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>12</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>
Week 3	<p>13</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>14</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>15</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>16</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>17</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Door grills MOO Signature Time:</p>	<p>18</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>
Week 4	<p>19</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>20</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>21</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>22</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>23</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>24</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Door grills MOO Signature Time:</p>
Week 5	<p>25</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>26</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>27</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>28</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>	<p>29</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Ceiling AC grills MOO Signature Time:</p>	<p>30</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas MOO Signature Time:</p>
Week 6	<p>31</p> <p>Floors Condominium station Glass entrance Air signages LCD Films All sofas All chairs & tables Back areas Door grills MOO Signature Time:</p>					





Breakdown of cleanup activities

Clean floors	<ul style="list-style-type: none"> * Clean and stain free (no gum, etc.) * Free from any object obstructing the passage.
Condiments station	<ul style="list-style-type: none"> * Clean inside and out (should be sanitized). * Clean spigots. * Butter dish without grease both inside and out (also check spigot). * Clean drawers. * Trash can should be clean and have a black bag.
Glass entrance	<ul style="list-style-type: none"> * Clean glass without any stains, scratches or marks. * Entrance to have a 3M Mat.
All signage	<ul style="list-style-type: none"> * Lighted exit signaling, without switches nor broken. * Lighted emergency signaling (where applied) without switches nor broken. * Lighted evacuation route and extinguisher without switches nor broken. * Hydrant's signaling without scratches nor broken. With complete glass. * Access signaling complete and lighted (when applied) and dust free.
LCD	<ul style="list-style-type: none"> * Same as BO.
Pillars	<ul style="list-style-type: none"> * Clean and without any marks of tapes, scratches or grease.
All sofas	<ul style="list-style-type: none"> * Make sure the bar is clean in corners and bottoms. * Clean popcorn warmers.
All chairs & tables	<ul style="list-style-type: none"> * Clean ice fridges, without frost. * Clean drawers, inside doors and corners. * Clean counter-top, underneath equipment and corners (without dust and leftovers).
Standee's	<ul style="list-style-type: none"> * Clean and upright. * Not falling and not raising against the wall or pillar.
Lights & fixtures	<ul style="list-style-type: none"> * Clean, dust & bug free.
Back areas	<ul style="list-style-type: none"> * Clean, organized. * No unwanted material lying in the back areas. * No garbage disposed/left over in the back areas.
Ceiling AC grills	<ul style="list-style-type: none"> * The ceiling should be clean without stains, dirt or grease (also check panels and drywall).



Concessions		Month:	Manager Authorization:	GM Initial:	Cinépolis LUXURY CINEMAS																										
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																								
Week	<p>1</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Kettle flares Menu display panel AI POG Chocolate display Floor under the counter Thyph Time MOO Signature:</p>	<p>2</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Kettle flares Menu display panel AI POG Chocolate display Floor under the counter Thyph Time MOO Signature:</p>	<p>3</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Griller Sun warmer Furniture & cabinets Stew dispenser Floor under the counter Thyph Time MOO Signature:</p>	<p>4</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Griller Sun warmer Furniture & cabinets Stew dispenser Floor under the counter Thyph Time MOO Signature:</p>	<p>5</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Kettle flares Griller AI POG Chocolate display Floor under the counter Thyph Time MOO Signature:</p>	<p>6</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Furniture & cabinets Kettle BB 1/2 super chillers stand Chocolate display Floor under the counter Thyph Time MOO Signature:</p>	<p>7</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Furniture & cabinets Kettle AI POG Chocolate display Floor under the counter Thyph Time MOO Signature:</p>	<p>8</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Furniture & cabinets Kettle Sun warmer VMI life Chocolate display Floor under the counter Thyph Time MOO Signature:</p>	<p>9</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display Kettle flares Echant hood Kettle AI POG Chocolate display Stew dispenser Floor under the counter Thyph Time MOO Signature:</p>	<p>10</p> <p>Floors scrubbing Front counter Drawers Ice bins Coban nuzzles Nachos display BB 1/2 super chillers stand Menu display panel Kettle AI 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Breakdown of cleanup activities

<p>Clean floors</p> <ul style="list-style-type: none"> Clean and stain free (no gum, etc.) Free from any object obstructing the passage. 	<p>Grill</p> <ul style="list-style-type: none"> Grill should be clean, all the rollers to be cleaned using a wonder wipe and hot water to remove all accumulations/ fat marks. Rollers should be clean, without grease nor grime. Grill should be completely functioning.
<p>Front counter</p> <ul style="list-style-type: none"> Clean without any dust/accumulation. Clean & organized without unwanted material. Properly tagged with a specific place for each item. 	<p>Exhaust hoods</p> <ul style="list-style-type: none"> Remove the exhaust hood and they to be cleaned in 3 sink using hot water jet. Should be clean inside out with no grease accumulation. The grease trap to be removed and cleaned too and all the edges to be cleaned.
<p>Drawers</p> <ul style="list-style-type: none"> Properly tagged with a specific place for each item. Clean and organized without unwanted material. 	<p>Menu display panel</p> <ul style="list-style-type: none"> Clean and grime free. Menu light functional. Clean inside, front & behind of the menu.
<p>Ice bins</p> <ul style="list-style-type: none"> Clean with all the leftover is removed and bin wiped dry. 	<p>Bun warmer</p> <ul style="list-style-type: none"> It must have a minimum of water of 50% and a maximum of 75%. All water to be removed at EOD. Knobbs should be completely clean, without grease, and not to be broken nor loose. Wash them everything is clean if there are no leftovers. There should not be any syrup/leftovers.
<p>Cobra nozzles</p> <ul style="list-style-type: none"> Clean and left in the side water overnight for cleaning and sanitizing. 	<p>Straw dispenser</p> <ul style="list-style-type: none"> All straws to be taken out and the dispenser cleaned from inside.
<p>Visi coolers</p> <ul style="list-style-type: none"> All the products removed and deposited back to the stores. All the shelves to be clean and having no deposits/accumulation. All the rubber gaskets to be clean and having no accumulations. Area behind the door handle to be clean and without any accumulations. 	<p>Wall tiles</p> <ul style="list-style-type: none"> No marks or stains should be there on the walls.
<p>Nachos display</p> <ul style="list-style-type: none"> It must be clean, without leftovers and in good condition. Acrylic doors should be clean. The shelves to be clean and having no chases/accumulations. 	<p>Floor under the counter</p> <ul style="list-style-type: none"> Clean and no unwanted material/siftouts or disposables under the counter. No syrup/accumulation around the cobra python.
<p>Furniture & cabinets</p> <ul style="list-style-type: none"> All the furniture tops to be clean and without dust. All furniture & equipment to be clean. The menu panel to be clean from both front and behind. No visible wires. Area under the FDU to be clean and free of any dust. 	<p>All utensils</p> <ul style="list-style-type: none"> Clean and sanitized. Place them in a container with sanitized water. Clean and sanitized beezers (no grease). Ladles and measuring spoons to make popcorns should be clean and sanitized. All the sauce pumps to be emptied and cleaned inside out with water. -Sauces to be kept in a disposable container at 1-5 temp. in a vat cooler.
<p>Kettles</p> <ul style="list-style-type: none"> The kettle to be cleaned inside out. No residue left in the kettle. All the glass sides to be cleaned thoroughly with smudge mats. The lites to be cleaned every Thursday with hot water. The storage area with oil and laments to be clean with no oil spillage/accumulations. The small ware to be removed and cleaned separately. Wash cleaning pots, lins, extraction monitor, oil and cam buckets. Measuring jug to be cleaned and should not have oil in them. Check that acrylic and metallic doors are clean, complete and in good condition. Clean the acrylic panels of cobra are kept. Also check the mirrors. There should not be any leftover under the popcorn machine. The steel door to be cleaned inside out and shined using steel polish. 	<p>Condiments station</p> <ul style="list-style-type: none"> Clean inside and out (should be sanitized). Clean upspoons. Butter dish without grease both inside and out (no direct exposure). Clean containers. Trash can should be clean and have a black bag.
<p>All POS</p> <ul style="list-style-type: none"> Clean printers. Verify that they do not have dust, grease or soda spills. Counterfeit pen must be accessible. The screen to be clean and wiped dry with no marks or smudges. Clean keypad. No visible wires. 	<p>Refrigerators (deep freezers)</p> <ul style="list-style-type: none"> Engine cleaning. Free from object that do not belong to the area. Front free.
<p>Chocolate display</p> <ul style="list-style-type: none"> All the products removed and deposited back to the stores. All the shelves to be clean and having no deposit/accumulation. All the rubber gaskets to be clean and having no accumulations. Area behind the door handle to be clean and without any accumulations. 	<p>Trays</p> <ul style="list-style-type: none"> Clean and sanitize from both the sides.
<p>Chocolate display (customer facing)</p> <ul style="list-style-type: none"> Clean, organized and with a clean display. If lit, all LEDs to be operational. 	<p>Chair cupholder</p> <ul style="list-style-type: none"> Clean inside and out.
<p>Kettle filters</p> <ul style="list-style-type: none"> To be cleaned using hot water every Thursday. 	<p>Trashicans</p> <ul style="list-style-type: none"> Not chipped, broken or scratched inside bag, well tucked and sturdy. Completely clean inside. No bags inside. Without liquid inside (under the trash bag). Without paper or trash. Emptied Regularly.
<p>BIB's & super chillers stand</p> <ul style="list-style-type: none"> All the BBS to be detached from the pipes. All the BBS to be removed and the steel stand to be cleaned (all shelves) thoroughly. All the syrup lines to be left in the hot water overnight. 	





Week: _____
 Site: _____

Box Office		EOD							EOD							
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Equipment Checks, Weekly, POS & Printer	Check, operating and in good condition								Equipment Checks, Weekly, POS & Printer	Check, operating and in good condition						
Facilities & Amenities	Not after incident and reporting should be done and in good maintenance condition								Facilities & Amenities	Not after incident and reporting should be done and in good maintenance condition						
Automatic Ticket Machines	Check, operating and in good condition								Automatic Ticket Machines	Check, operating and in good condition						
Phones & Computers	Check, operating with complete information and updated								Phones & Computers	Check, operating with complete information and updated						
Complete Email US	Print, review, verify, when done								Complete Email US	Print, review, verify, when done						
Printed Orders (Department Cash/3rdParty)	Department cash/3rdParty who lack in Management Office								Printed Orders (Department Cash/3rdParty)	Department cash/3rdParty who lack in Management Office						
Corporate Employees	Check in, out, with complete and correct profiles, according to the store code								Corporate Employees	Check in, out, with complete and correct profiles, according to the store code						
Equipment Checks, Weekly, POS & Printer	Check, operating and in good condition								Equipment Checks, Weekly, POS & Printer	Check, operating and in good condition						
Facilities & Amenities	Not after incident and reporting should be done and in good maintenance condition								Facilities & Amenities	Not after incident and reporting should be done and in good maintenance condition						
Automatic Ticket Machines	Check, operating and in good condition								Automatic Ticket Machines	Check, operating and in good condition						
Phones & Computers	Check, operating with complete information and updated								Phones & Computers	Check, operating with complete information and updated						
Complete Email US	Print, review, verify, when done								Complete Email US	Print, review, verify, when done						
Printed Orders (Department Cash/3rdParty)	Department cash/3rdParty who lack in Management Office								Printed Orders (Department Cash/3rdParty)	Department cash/3rdParty who lack in Management Office						
Corporate Employees	Check in, out, with complete and correct profiles, according to the store code								Corporate Employees	Check in, out, with complete and correct profiles, according to the store code						
Equipment Checks, Weekly, POS & Printer	Check, operating and in good condition								Equipment Checks, Weekly, POS & Printer	Check, operating and in good condition						
Facilities & Amenities	Not after incident and reporting should be done and in good maintenance condition								Facilities & Amenities	Not after incident and reporting should be done and in good maintenance condition						
Automatic Ticket Machines	Check, operating and in good condition								Automatic Ticket Machines	Check, operating and in good condition						
Phones & Computers	Check, operating with complete information and updated								Phones & Computers	Check, operating with complete information and updated						
Complete Email US	Print, review, verify, when done								Complete Email US	Print, review, verify, when done						
Printed Orders (Department Cash/3rdParty)	Department cash/3rdParty who lack in Management Office								Printed Orders (Department Cash/3rdParty)	Department cash/3rdParty who lack in Management Office						
Corporate Employees	Check in, out, with complete and correct profiles, according to the store code								Corporate Employees	Check in, out, with complete and correct profiles, according to the store code						





Week: _____
 Sig: _____

Food Enabling

Reactive	Criteria						
	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Coffee Machine							
Super Automatic Coffee Machine							
Coffee Grinder							
Croque Machine							
Blenders							
Powder Dispenser							
Cheese Melts							
Soda Tower							
Beverage Refrigerator							
Utensils and Accessories, in general							
Platters, Menu & Showcases							
Furniture, Floor, Ceiling & Hoods							
POS							
Heat Stock							
Perishable Items							
Complete Sales Kit							
Cleaning Kit							
Cinépols Employees							
Daily and Superficial Cleaning Role							

All equipment, utensils and supplies must be on and ready to operate 40 minutes before the first function. The same applies for the personnel.

Enabling NOTE:





Week: _____
 Site: _____

Food Enabling

Reactive	Criteria							Signature
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Coffee Machine								
Super Automatic Coffee Machine								
Coffee Grinder								
Grapt Machine								
Blenders								
Powder Dispenser								
Cheese Melter								
Soda Tower								
Beverage Refrigerator								
Utensils and Accessories, in general								
Plasma, Menu & Showcases								
Furniture, Floor, Ceiling & Hoods								
POS								
Meal Stock								
Perishable Inputs								
Complete Sales Kit								
Cleaning Kit								
Cinépatis Employee								
Daily and Superficial/Cleaning Roles								

All equipment, utensils and supplies must be on and ready to operate 40 minutes before the first function.
 The same applies for the personnel.





Week: _____
 Site: _____

Confectionary Enabling

Reactive	Criteria						
	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Popcorn Machine							
Cheese Makers							
Soda Tower							
Ice Machine							
Beverages Refrigerator							
Ice Cream Fridge							
Utensils and Accessories, in general							
Plazmas, Menus & Showcases							
Furniture, Floor, Ceiling & Hoods							
POS							
Ideal Stock							
Perishable Inputs							
Complete Sales Kit							
Cleaning Kit							
Cinépolis Employee							
Daily and superficial cleaning role							

NOTE: Enabling All equipment, utensils, accessories and inputs should be turned on ready to operate 40 minutes before the first function. Same applies for the personnel.











Week: _____
Site: _____



Confectionary Disabling

Reactive	Criteria	Days							Signature
		Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Popcorn Machine	Left popcorns should be store in a transparent and sealed bag. Clean surface, turn off (motor, pots and signs).								
Cheese Makers	Clean surface, without waste. Make sure all equipment is turned off.								
Soda Tower	Clean surface, without waste, nozzle inside water with chlorine. Locked.								
Ice Machine	Clean surface, turn off equipment.								
Beverages Refrigerator	Clean inside, surface around refrigerator, and lock.								
Ice Cream Fridge	Clean inside, surface around refrigerator, and lock.								
Utensils and Accessories, in general	Clean. Sanitize. Keep in the special area in the kitchen.								
Plasmas, Menus & Showcases	Clean surface. Turn off.								
POS	POS, Printer, Drawer and Keyboard clean. Logged out and turned off.								
Condiments	Clean surface. Left condiments should be in the kitchen (in a special container and in fridge). Inserts ready to be washed. No garbage nor waste.								
Super Automatic Coffee Machine	Clean inside, surface around refrigerator, and lock.								
Cleaning Kit	Clean and kept in cleaning supplies storage area.								



										
		Week	Mon	Tue	Wed	Thu	Monthly			
		Particulars	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Monthly
	Start of PM shift	Verify Staffing for evening shift								
		Review Showtimes								
		Review shift notice from prior shift								
		Change of shift meeting with AM manager								
		Pre Shift meeting with PM staff								
		Verify all AM staff is cut or off the clock								
		Cash ups signed off on								
		All TVs/Monitors turned off								
		Power down all electrical and lighting								
		Verify all kitchen equipment is off								
	Closing	Patio (furniture secured and wheelchairs off)								
		All supplies stocked in all Departments (set up next shift for success)								
		Inventory locked and secure								
		Walk through - inspect All theaters for cleanliness								
		MIMO deposit prepared for following day and all cash secured								
	Final walk through									

Manager Authorization: _____ GM Initials: _____ Print _____ Date: _____

		Week: _____ Site: _____								
		Month: _____								
Sr. No	Particulars	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Month:	
1	Read & update log book									
2	Turn off the kettles, griller, nachos warmers and fridge									
3	Turn off the LCD and signages									
4	Gather all the tensile barriers									
5	Turn off all the POS/printers									
6	Remove the syrup canisters									
7	All nozzles should be cleaned & left soaking in water									
8	All canister should be organized and stacked properly									
9	Emptied canisters placed back in storage areas									
10	Cleaning and scrubbing of superchiller room									
11	All the drawers should be cleaned and organized properly									
12	Ice bins/containers needs to be emptied and cleaned									
13	Ice scooper cleaned									
14	Cobra tower nozzles removed and cleaned & left soaking in water									
15	Flush the drain line with hot water									
16	Cobra drain tray cleaned									
17	All utensils washed and organized properly									
18	Bread warmers cleaned and dried up									
19	Griller cleaned and dried up									
20	Nachos warmers cleaned									
21	Cheesy dip dispenser cleaned and pumped properly									
22	Left over popcorn kernels thrown out.									
23	Seasoning pans and spoons washed and dried up									
24	Raw corns shifted to one container									
25	Raw corn containers cleaned and dried up									
26	Oil containers cleaned and dried up									
27	Kettle cleaned									
28	Kettle top and glass are cleaned properly									
29	Condiment station emptied and dried up									

Concessions Closing Checklist		Week							Month:
		Sat	Sun	Mon	Tue	Wed	Thu		
Sr. No	Particulars	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Month:
30	All sauces shifted in plastic containers and organized in refrigerators								
31	All vegetables and sauce containers cleaned and organized								
32	All sauce pumps cleaned and organized								
33	Counter top cleaned and sanitized properly								
34	All wastages entered in wastage registers								
35	Inventory done and checked								
36	Floor cleaned and scrubbed								
37	All disposables disposed of								
38	All refrigerators cleaned and wiped down								
39	Trashcans are cleaned, emptied, and organized properly								
40	Tubs used for cleaning the kettles are cleaned and organized								
41	Keys given back to management								
42	All back areas are cleaned & organized								
43	Glass dispensers and lid container cleaned properly								
44	Cash register, POS, all machines switched off								
45	Cleaning and sanitization material available								



Week: _____
 Sr: _____

GM Initial

Manager Authorization

Supervisor's Signatures





Breakdown of cleanup activities

Sink	• Clean, not chipped.
Mirrors	• Clean without mirror glue marks/scratches.
Partition doors	• Clean & secure.
Lighting & fixtures	• Functional, clean and without any dust accumulation.
Urinals	• Clean, not chipped, not yellow, having a screen, and no smell.
Trashcans	• Not chipped, broken or scratched inside bag, well locked and steady. • Completely clean inside. • No bad smell. • Without liquids inside (under the trash bag). • Emptied regularly.
Soap dispenser	• Clean, functional and not having soap marks on the body cover. • Sufficient supply and functioning.
Faucets	• Clean without water marks/leaks. • Functional and if press type then dispensing water for 10 sec. No leaks.
WC	• Clean, not yellow colored. • Lid clean and not broken. • Toilet paper present and the holder to be clean and proper.
Urinal sensors	• Clean with no water marks. • Functional.
Floors scrubbing	• Clean and stain free (no gum, etc.) • Free from any object obstructing the passage.
Walls & ceilings	• Smooth free. • Clean without stains, spots, tape or glue. • Without any spilled liquid. • Lights and fixtures to be clean and free of any bugs.
Floor signages	• Clean, well fit, not broken, aligned.
Janitor room	• Clean, organized. • Nothing on the floor. • All the sign boards to be clean and kept properly.
Hand dryer	• Clean. • Functional. • Aligned and no visible loose wires.
Urinal branding	• Clean, not worn out and aligned.
Exhaust grills	• Clean, with no dust accumulations.
Under sink area	• Clean, no extra material lying.

