Manager Month: GM Initial: <u>Ci</u>népolis Authorization: Sunday Tuesdav Vednesday Thursday Frida∖ Clean floors Clean floors Clean floors Clean floors Clean floors Clean floors 2 3 5 Clean front counter Clean front windows and doors Clean Box Office counter Clean & check POS/printers Clean area around Box Office Clean LCD Clean LCD Clean LCD Clean LCD Clean LCD Clean LCD Clean & check display screens Clean & check display screen Clean & check display screens Clean & check Kiosk Light boxes are clean Light boxes are clean Light boxes are clear Light boxes are clean Light boxes are clean Light boxes are clean Dump trashcans Dump trashcans Dump trashcans Dump trashcans Dump trashcans Dump trashcans Dust AC vents around Box Office Clean and check display seat Clean and check display sea Clean and check IPad Clean & check fire extinguisher Clean & check fire extinguisher Clean & check fire extinguisher Clean & check fire extinguished Clean & check fire extinguisher Clean & check fire extinguisher MOD Signature: MOD Signature: MOD Signature: Clean floors 9 12 13 Clean front counter Clean front windows and doors Clean Box Office counter Clean & check POS/printers Clean area around Box Office Clean LCD Clean LCD Clean LCD Clean LCD Clean LCD Clean LCD Clean & check display screens Clean & check Kiosk Clean & check Kiosk Clean & check Kiosk Clean & check Kiosk Clean & check Kiosl Clean & check Kiosk Clean & check Kiosk Light boxes are clean Dump trashcans Dust AC vents around Box Office Clean and check display seat Clean and check IPad Clean & check fire extinguisher MOD Signature: Clean floors 19 20 14 15 16 18 Clean front counter Clean front windows and doors Clean Box Office counter Clean & check POS/printers Clean area around Box Office Clean I CD Clean & check display screens Clean & check Kiosk Light boxes are clean Dump trashcans Dust AC vents around Box Office Clean and check display seat Clean and check IPad Clean & check fire extinguisher MOD Signature: MOD Signature: MOD Signature: MOD Signature MOD Signature MOD Signature: MOD Signature: Clean floors 21 23 27 22 25 26 Clean front counter Clean front windows and doors Clean Box Office counter Clean & check POS/printers Clean area around Box Office Clean LCD Clean & check display screens Clean & check Kiosk Light boxes are clean Dump trashcans Dust AC vents around Box Office Clean and check display seat Clean and check IPad Clean & check fire extinguisher MOD Signature MOD Signature MOD Signature: MOD Signature: MOD Signature: MOD Signature: MOD Signature: Clean floors Clean floors Clean floors Clean floors 28 30 31 Clean front counter Clean front counter Clean front counter Clean front counter Clean front windows and doors Clean Box Office counter Clean Box Office counter Clean Box Office counter Clean Box Office counter Clean & check POS/printers Clean & check POS/printers Clean & check POS/printers Clean & check POS/printers Clean area around Box Office Clean LCD Clean LCD Clean LCD Clean LCD Clean & check display screens Clean & check Kiosk Clean & check Kiosk Clean & check Kiosk Clean & check Kiosk Light boxes are clean Light boxes are clean Light boxes are clean Light boxes are clean Dump trashcans Dump trashcans Dump trashcans Dump trashcans Dust AC vents around Box Office Clean and check display seat Clean and check display seat Clean and check display seat Clean and check display seat



Clean and check IPad

Clean & check fire extinguisher

Clean and check IPad

MOD Signature:

Clean & check fire extinguisher

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Clean & check fire extinguisher

Breakdown of cleanup activities

Cinépolis LUXURY CINEMAS

Floors scrubbing	 Clean and stain free (no gum, etc). Free from any object obstructing the passage.
Front counter	 Clean without any dust accumulation. Organized and no unwanted material visible. Properly tagged with a specific place for each item.
Front glass	 Clean wiped with no marks or smudges. Nothing to be pasted onto the glass directly for communication.
All POS	 Clean equipment and verify that the cables are in order. 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 pinpad. No visible wires.
Furniture & equipment	 All the furniture to be clean and without dust (inside out). All furniture & equipment (POS) to be clean.
Poster boxes	 All the poster boxes to be clean and no dust accumulation. Poster boxes to be locked at all the times. The poster box creative to be correct and updated regularly.
KIOSKS	 Kiosk to have correct creative displayed. Kiosk should be clean and locked from behind. Kiosk screen to be clean and without any marks.
Lights & fixtures	All the lights to be functional and clean from inside.
LCD	 All the LCD to be clean from front and behind. No wires to be visible at all and wires too to be clean and free of any webs/dust.
Glow signs	 Lighted exit signaling, without scratches nor broken. Lighted emergency signaling (where applies) without scratches nor broken. Clean and aligned.
Door grills	Clean without any dust accumulation.
Trashcans	 Not chipped, broken or scratched. Inside bag, well tucked and steady. Completely clean inside. No bad smell. In that case it should be cleaned daily. Without liquids inside (under the trash bag). Without popcorns or trash.
Chairs	Not broken & clean base.
Ceiling AC grills	Clean with no dust accumulation.

Computers	Clean, wires neatly tied.No webs/dust accumulation.
Telephone	Clean and sanitized at least once in a day using detol.
Walls & ceilings	 Clean, not chipped, evenly painted, no dust marks or stains.
Floor under the counter	· Clean and no unwanted material/fallouts or disposables under the counter.

