

Breakdown of cleanup activities

Floors scrubbing	<ul style="list-style-type: none">• Clean and stain free (no gum, etc).• Free from any object obstructing the passage.
Front counter	<ul style="list-style-type: none">• Clean without any dust accumulation.• Organized and no unwanted material visible.• Properly tagged with a specific place for each item.
Front glass	<ul style="list-style-type: none">• Clean wiped with no marks or smudges.• Nothing to be pasted onto the glass directly for communication.
All POS	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• All the furniture to be clean and without dust (inside out).• All furniture & equipment (POS) to be clean.
Poster boxes	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• All the lights to be functional and clean from inside.
LCD	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Lighted exit signaling, without scratches nor broken.• Lighted emergency signaling (where applies) without scratches nor broken.• Clean and aligned.
Door grills	<ul style="list-style-type: none">• Clean without any dust accumulation.
Trashcans	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Not broken & clean base.
Ceiling AC grills	<ul style="list-style-type: none">• Clean with no dust accumulation.

Computers	<ul style="list-style-type: none">• Clean, wires neatly tied.• No webs/dust accumulation.
Telephone	<ul style="list-style-type: none">• Clean and sanitized at least once in a day using detol.
Walls & ceilings	<ul style="list-style-type: none">• Clean, not chipped, evenly painted, no dust marks or stains.
Floor under the counter	<ul style="list-style-type: none">• Clean and no unwanted material/fallouts or disposables under the counter.