

Box Office

Week: _____

Site: _____

Enabling										Disabling													
Week	Reactive	Criteria	Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Signature	Reactive	Criteria	Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Signature	
	Equipment: Drawer, Monitor, POS & Printer.	Clean, operating and in good conditions.	40 minutes before de first projection									Equipment: Drawer, Monitor, POS & Printer.	Turned off / Daily session closed / In good condition.	15 minutes after the last projection									
	Furniture & Accessories.	Box office counter and signaling should be clean and in good maintenance conditions.										Closed Box Sign	Placed on the counter, in good condition.										
	Automatic Ticket Machines.	Clean, operating and in good conditions.										Automatic Ticket Machines.	Turned off and in good condition.										
	Plasmas & Canopies.	Clean, operating, with complete information and updated.										Plasmas & Canopies.	Turned off and in good condition.										
	Complete Sales Kit.	Pen, marker, radio, show times.										Daily Closing Cash Employee Sales Receipt.	Manager On-Duty must sign every Employee's Closing Cash Daily Sales Receipt.										
	Funds Delivery (Department Cash Till/Register).	Department cash till/Register setup back in Management Office.										Area In General.	Clean, without garbage and in good condition.										
	Cinepolis Employee.	Ready to sell, with complete and correct uniform, according to the dress code.																					
Enabling										Disabling													
Week	Reactive	Criteria	Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Signature	Reactive	Criteria	Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Signature	
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	Furniture & Accessories.	Box office counter and signaling should be clean and in good maintenance conditions.										Closed Box Sign	Placed on the counter, in good condition.										
	Automatic Ticket Machines.	Clean, operating and in good conditions.										Automatic Ticket Machines.	Turned off and in good condition.										
	Plasmas & Canopies.	Clean, operating, with complete information and updated.										Plasmas & Canopies.	Turned off and in good condition.										
	Complete Sales Kit.	Pen, marker, radio, show times.										Daily Closing Cash Employee Sales Receipt.	Manager On-Duty must sign every Employee's Closing Cash Daily Sales Receipt.										
	Funds Delivery (Department Cash Till/Register).	Department cash till/Register setup back in Management Office.										Area In General.	Clean, without garbage and in good condition.										
	Cinepolis Employee.	Ready to sell, with complete and correct uniform, according to the dress code.																					
Enabling										Disabling													
Week	Reactive	Criteria	Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Signature	Reactive	Criteria	Hour	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Signature	
	Equipment: Drawer, Monitor, POS & Printer.	Clean, operating and in good conditions.	40 minutes before de first projection									Equipment: Drawer, Monitor, POS & Printer.	Turned off / Daily session closed / In good condition.	15 minutes after the last projection									
	Furniture & Accessories.	Box office counter and signaling should be clean and in good maintenance conditions.										Closed Box Sign	Placed on the counter, in good condition.										
	Automatic Ticket Machines.	Clean, operating and in good conditions.										Automatic Ticket Machines.	Turned off and in good condition.										
	Plasmas & Canopies.	Clean, operating, with complete information and updated.										Plasmas & Canopies.	Turned off and in good condition.										
	Complete Sales Kit.	Pen, marker, radio, show times.										Daily Closing Cash Employee Sales Receipt.	Manager On-Duty must sign every Employee's Closing Cash Daily Sales Receipt.										
	Funds Delivery (Department Cash Till/Register).	Department cash till/Register setup back in Management Office.										Area In General.	Clean, without garbage and in good condition.										
	Cinepolis Employee.	Ready to sell, with complete and correct uniform, according to the dress code.																					

Food Enabling

Week:

Site:



Reactive	Criteria	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Signature
Coffee Machine	Clean (filters, grids and surfaces), in good operational condition and maintenance.								
Super Automatic Coffee Machine	Clean, in good operational condition and maintenance.								
Coffee Grinder	Clean, in good operational condition and maintenance. Calibrated (20-25ss)								
Crepe Machine	Clean, at a temperature of 250 ° C to 200 ° C cure and to operate, in good operating condition and maintenance.								
Blenders	Clean, in good operational condition and maintenance.								
Powder Dispenser	Clean, in good operational condition and maintenance. Calibrated 76 gr the big one/ 60gr the small one).								
Cheese Makers	Clean, in good condition, operating (always on), free from stains and dust (both inside and out), calibrated with 1 oz for load with 1 cheese bag in stock.								
Soda Tower	Clean, in good condition, free from stains and dust, calibrated, with sanitized nozzles (daily), free from any waste. The ladle should always be put inside sanitized water.								
Beverages Refrigerator	Clean, in good condition, operating according to the define order. Supplies must be on sight, lights on without objects that does not belong to the area.								
Utensils and Accessories, in general	Clean, sanitized and organized: knives, measuring cups, cups, buckets, rakes, brushes, spatulas.								
Plasmas, Menus & Showcases	Clean, without stains, waste or dust. Operating and updated. Showcases must be according to the defined order. No expired products.								
Furniture, Floor, Ceiling & Hoods	Bar and counter bar clean, floor, roofs and extraction hoods (kitchen) in good conditions, free of dust, stains and residues.								
POS	POS, prints, drawer, keyboard, clean and in good condition. Free of dust, waste and stains. With extra thermal paper rolls on stock.								
Ideal Stock	Define an ideal stock by area, days or season. Out of customers sight. With manager's approval.								
Perishable Inputs	Inputs in good condition, within its freshness period. FIFO Practiced								
Complete Sales Kit	Pen, calculator, counterfeit pen and commands.								
Cleaning Kit	Green cloth for cleaning, white cloth for sanitize. Multi-uses liquid, sanitizer, broom, dustpan, mop, neat, clean arranged in an exclusive area (at least 2 item per type).								
Cinépolis Employee	Ready for its selling operations, with complete and correct uniform according to the dress code. Signed in the system 40 minutes before the first functions.								
Daily and Superficial Cleaning Role	Define a daily, soft and deep cleaning role, according to the area needs & responsibilities.								

Enabling NOTE:

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

Food Disabling

Week: _____

Site: _____

Reactive	Criteria	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Signature
Coffee Machine	Clean machine & surface clean (filters and grating). Turn Machine Off.								
Super Automatic Coffee Machine	Clean surface. Hibernation state.								
Coffee Grinder	Clean machine & surface clean. Turn Machine Off.								
Crepe Machine	Clean machine & surface clean, without waste. Turn Machine Off.								
Blenders	Clean, without waste. Turn Machine Off.								
Powder Dispenser	Clean, without waste. Turn Machine Off.								
Broiler	Clean. The salamander should always be inside a bucket with water and degreaser. Turn Machine Off.								
Fryer	Clean, without waste. Turn Machine Off.								
Cheese Makers	Clean surface, without waste. Make sure that equipment is always on.								
Soda Tower	Clean surface, without waste. Nozzles should be inside water and chlorine. Kept closed (not activated).								
Utensils and Accessories, in general	Clean. Always organized in the kitchen.								
Plasmas, Menus & Showcases	Clean equipment, clean surface around equipment. Turn equipment off.								
Furniture, Floor, Ceiling & Hoods	Clean surface (sweep). No stains nor waste.								
POS	POS, printer, drawer, keyboard, all clean, logged out and turned off.								
Complete Sales Kit	Ordered and kept in the corresponding area.								
Cleaning Kit	Clean and kept in cleaning supplies storage area.								
Beverages Refrigerator	Clean inside, surface around refrigerator, and lock.								

Confectionary Enabling

Week: _____

Site: _____

Reactive	Criteria	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Signature
Popcorn Machine	Clean, in good condition. Turn on 1 hour before the first function (lit lightning - forelock and interior-). Calibrated: butter & light: 250, caramel 300 ml, chili 350 (pots 32 oz, for 16 oz half).								
Cheese Makers	Clean, in good condition, operating (always on). No stains nor dust (also inside). Calibrated at 1 oz per load, 1 cheese bag for stock.								
Soda Tower	Clean, in good condition. without stains or dust. Calibrated. Nozzles should be daily sanitized (without any waste). Keep ladle in sanitized water.								
Ice Machine	Clean, in good condition. No stains nor dust. Correctly operating.								
Beverages Refrigerator	Clean in good condition. Operating according to the defined. Without frost. Sausages should be out of sight. Light on. Without products that does not belong to the area.								
Ice Cream Fridge	Clean, in good condition, operating according to the defined order. Without frost, light on. Without products that does not belong to the area.								
Utensils and Accessories, in general	Clean, sanitized, in place ready for use.								
Plasmas, Menus & Showcases	Clean, without stains, waste or dust. Operating and updated. Showcases should be according to the defined order (rotate products once a week).								
Furniture, Floor, Ceiling & Hoods	Bar and counterbar, ceiling, floor, extraction hoods clean and in good working maintenance. No dust, stains or waste.								
POS	POS, printer, drawer, keyboard should be clean and in good condition, without dust, waste or stains. Additional thermal paper accessible.								
Ideal Stock	Define an ideal stock by area days or season. Out of customers sight. With manager's approval.								
Perishable Inputs	Inputs in good condition, within its freshness period. FIFO Practiced.								
Complete Sales Kit	Pen, calculator, counterfeit pen and commands.								
Cleaning Kit	Green cloth for cleaning, white cloth for sanitize. Multi-uses liquid, sanitizer, broom, dustpan, mop; area neat, clean arranged in an exclusive area.								
Cinépolis Employee	Ready for its selling operations, with complete and correct uniform according to the dress code. Signed in the system 40 minutes before the first functions.								
Daily and superficial cleaning role	Define a daily, soft and deep cleaning role, according to the area needs & responsibilities.								

NOTE: Enabling

All equipment, utensils, accesories and inputs should the turned on ready to operate 40 minutes before the first function.
Same applies for the personnel.

Confectionary Disabling

Week: _____

Site: _____

Reactive	Criteria	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Signature
Popcorn Machine	Left popcorns should be store in a transparent and sealed bag. Clean surface, turn off (motor, pots and lights).								
Cheese Makers	Clean surface, without waste. Make sure all equipment is turned off.								
Soda Tower	Clean surface, without waste, nozzles inside water with chlorine. Locked.								
Icee 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.								