

SLOW TIME CLEANING TASKS

No customers to serve? Pick a task from the list.

| DAILY TASKS |
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| Stamp sleeves and pastry bags |
| Sweep floors (with broom and dustpan if customers present), moving tables to sweep under table legs |
| Check bathrooms (re-stock soap and toilet paper if needed) |
| Re-stock syrups and sauces |
| Re-stock soda refrigerator |
| Re-stock large napkins on yellow cart and in drawer under counter |
| Re-stock to-go containers |
| Sanitize counters (including moving syrup and sauce racks to clean up syrup "splatter") |
| Remove lids from squirt bottles and soak in hot water for 2 minutes, wipe down top of bottle, then replace |
| Sanitize tables in dining area |
| Wash dishes |
| Restock supplies (cups, straws, lids) |
| Restock sugar and supplies on coffee bar |
| Restock syrups and sauces |

ROUTING CLEANING

These are periodic tasks that can be completed as time allows. Once this sheet has been completed, repost a fresh copy and begin again!

| CLEANING TASKS (AS TIME ALLOWS) | COMPLETED BY | DATE |
|---|-----------------|------|
| Wash the syrup racks | | |
| Wash steamer pitchers | | |
| Clean syrup pumps | | |
| Scrub sinks | | |
| Dust air-ducts (only if no customers) | | |
| Dust wooden chairs | | |
| Wipe down under counters in kitchen | | |
| Scrub airpot lids and pumps | | |
| Wipe down inside & outside of all refrigerators | | |
| Wipe down big wooden table legs and all chairs | | |
| Wipe down black chair backs and legs | | |
| Wipe down cart under mug club display | | |
| Remove spices and wipe down spice shelves/wipe down under prep tables | | |
| Pull out under-counter refrigerator and sweep | | |
| Dust bookcases | | |
| Dust lights | | |
| Dust coffee/syrup bottle retail display including dusting bottles | | |
| Wipe out all window sills | | |
| Windex roasting window | | |
| Windex pastry case | | |
| Windex front door and windows | | |
| Clean yellow cart behind counter | | |
| Clean silver trash liner at coffee counter with windex | | |
| Clean out and wipe down all trash cans | | |
| Vacuum and mop overflow room | | |