

## SAMPLE CLEANING TASK BREAKDOWN

ITEM	METHOD	CLEANING MATERIALS	TIME
<b>Behind bar shelves</b>	Pull out fridges, sweep behind, pick up all bottle tops, mop and scrub floor, polish exterior of fridge		
<b>Bar cupboards</b>	Remove everything inside, wipe shelves, throw away any out of date promotional material, replenish supplies, scrub floor, put everything away tidily		
<b>Back of bar shelves</b>	Remove all bottles and wipe clean. Wipe shelves with soapy water, allow to dry and polish. Replace bottles and promotional material in correct order		
<b>Optics and speed pourers</b>	Remove all bottles from optic stands, remove optics and place in cleaning solution. Remove speed pourers from bottles, wipe all bottles, place speed pourers in cleaning solution. Rinse in cold water, replace optics and speed pourers ensuring that all speed pourers are facing the same way		
<b>Bar mirrors</b>	Polish mirrors using glass cleaner. Polish wood surround, pay special attention to corners and smears		
<b>Displays</b>	Remove all bottles from displays, wipe clean, replace carefully or rotate stock as necessary. Make sure you leave the display as it was		
<b>Televisions and speakers</b>	Dust and wipe all televisions and speakers – fronts, sides, backs and tops		
<b>Bar sinks</b>	Clean sink/s and surrounding area in the bar area, rinse and wipe clean		
<b>Bar skirting</b>	Using hot, soapy water, wipe clean all glass tray partitions, paying special attention to the part where they meet the floor		
<b>Tray runners</b>	Using hot, soapy water, wipe clean all glass tray runners, clearing up all bottle tops		
<b>Tills</b>	Wipe clean all tills. Check till rolls, pull out and clean behind and underneath		
<b>Glass chillers</b>	Remove all glasses and racks. Clean inside and out using soapy water. Refill with glasses, requesting new glasses from stock as required		
<b>Telephones</b>	Wipe and dry all phones, wipe with air freshener (do not spray into the phone and always wipe with cloth)		

