

# End of Shift — Frontline

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## Equipment & Cart

- Return carts to assigned storage (e.g., Mechanical Room B).
- Remove all used rags & flat mop heads → dirty laundry bin.
- Wipe cart handles/surfaces; no residue or trash.
- Plug in any battery equipment.

## Zone Closeout

- Remove trash; replace liners; wipe rims if dirty.
- Floors: leave safe and dry (wet floor signs while mopping).
- Restock dispensers: soap, paper towels, toilet paper.
- Log final QR scan where posted; add brief notes if something is off.

## Report Issues

- Damage, missing stock, leaks, or hazards → notify lead/manager.
- If a restroom or café wasn't stocked on arrival, include it in your notes.
- Tell your lead/manager when you're complete and ready for release.