

**5:00**

- ❖ Sweep rugs
- ❖ Sweep lobby entrance
- ❖ Sweep under booths
- ❖ Sweep office
- ❖ Fill ice
- ❖ **Prep finished?**
- ❖ **Dishes?**

**6:00**

- ❖ Clean all doors
- ❖ Clean sneeze guards
- ❖ Clean all tables & chairs
- ❖ Restock chips
- ❖ Restock drinks
- ❖ **Prep finished?**
- ❖ **Cheese?**

**7:00**

- ❖ Replace lobby trash liners
- ❖ Replace kitchen trash liners, and condense to single trash can
- ❖ Replace restroom trash liners
- ❖ Sweep and mop in restroom
- ❖ **Dishes?**

**8:00**

- ❖ Clean soda machine
- ❖ Restock straws, napkins, bags, lids, paper towels, soap, desserts, wrapping papers, and any LTO items
- ❖ Sweep back lobby
- ❖ Clean kitchen center table

**9:00**

- ❖ Clean exterior, and interior of cold tables
- ❖ Mop lobby entrance, and back
- ❖ Sweep, and mop kitchen
- ❖ Chip boxes refill
- ❖ Set trash outside back door

**10:00**

- ❖ Empty and wash tea cans, and tray
- ❖ Dishes
- ❖ Clean Sinks
- ❖ Replace kitchen, and office trash liners
- ❖ Mop out

