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| --- | --- | --- | --- | --- |
| **Wednesday** | Shelves behind bar cleaned | Glass Washer | Flowers on tables checked | Glass cleaned |
| **Thursday** | Ice Machine | Base of legs wiped | Doors Cleaned | Toilets mopped |
| **Friday** | Station Tidied | Table legs wiped | Chairs Cleaned |  |
| **Saturday** | Coffee Machine & coffee bucket emptied | Toilets mopped | Function area tidied up |  |
| **Sunday** | Outside Cobwebs/fag-ends | Mats under bottles washed, surface wiped | Back Area cleaned, mopped | Empty bottle bins |

Every night

* Restaurant set up (pocket napkins)
* Toilets cleaned
* Drip trays cleaned
* All surface wiped
* Bins emptied if full
* Dishwasher drained & turned off
* Devices on charge
* Fill up timesheet before leave

Every month

* Windows cleaned
* Clean lines