**A black and white logo

Description automatically generatedEACH RENTAL PERIOD EACH CLIENT IS RESPONSIBLE FOR THE FOLLOWING:**

**SURFACES: The following should be cleaned, then sprayed with disinfectant and wiped dry.**

WORKTABLES *INCLUDING TOPS, SIDES, BACKSPLASHES AND SHELVES.* FRP (WHITE MATERIAL COVERING THE WALL).  
 COOKLINE EQUIPMENT SURFACES – ALL STAINLESS SURFACES, KNOBS AND HANDLES.

**FLOORS**:

☐ SWEEP – INCLUDING UNDER TABLES AND AROUND EQUIPMENT.  
☐ DEPOSIT SWEPT DEBRIS IN TRASH RECEIPTICAL .  
☐ MOP PROPERLY – INCLUDING UNDER TABLES AND EQUIIPMENT.

Proper mopping means:

* Performing an Initial pick-up using clean hot water and floor cleaner.
* After wringing out mop and dumping mop bucket, perform final rinse using hot water, making sure to leave no swirls or streaks.
* Making more passes and wringing as necessary to ensure that floor is reasonably dry.
* Clean mop, wring out and store to dry in proper location.
* Dump dirty water in mop sink, rinse out the mop bucket and store in proper location.

**SINKS AND FLOOR DRAINS:**

☐ RINSE SINKS OF ANY DEBRIS.  
☐ EMPTY DEBRIS FROM SINK BASKETS IN TRASH.  
☐ WIPE SINK SURFACE DRY.  
☐ CLEAR ANY DEBRIS IN FLOOR DRAIN.

**Note: At no time should grease ever be dumped in a sink or floor drain! Always use grease receptacles.**

**TRASH**:

☐ REMOVE ALL TRASH AND TAKE TO DUMPSTER AREA.  
☐ INSTALL NEW LINER ON TRASH CAN.  
☐ IF BAG HAS LEAKED, RINSE OUT TRASH CAN BEFORE INSTALLING NEW LINER.   
☐ MAKE SURE YOU HAVE LOCKED THE DUMPSER GATE.

NOTE: The property management has **designated recycling areas for cardboard**, all boxes should be flattened and placed in the correct bin. **No trash should be left outside of the dumpster.** Report issues at dumpster site through WhatsApp. Be a good neighbor and help keep the dumpster area clean.

**DRY AND COLD STORAGE:**

☐ DRY AND COLD STORAGE SHOULD BE WELL ORGANIZED AND IN DESIGNATED LOCATION.   
☐ SPOILED/EXPIRED PRODUCTS SHOULD BE DISCARDED. ALL ITEMS PROPERLY COVERED.   
☐ WIPE DOWN ANY SPILLS.

**ENERGY**:

TURN OFF ALL GAS APPLIANCES, ENSURE ALL KNOBS IN OFF POSITION.   
 MAKE SURE HOOD VENTILATION IS OFF.  
 CHECK WALK-IN DOOR IS FIRMLY CLOSED.  
 CHECK ALL FAUCETS HAVE BEEN TURNED OFF.  
 CHECK ALL LIGHTS ARE TURNED OFF.  
 ENSURE ALL DOORS (REAR, BISTRO, 406, KITCHEN D) HAVE BEEN CLOSED.

**OTHER**:

MAKE SURE ALL ITEMS REMOVED FROM DISHWASHING.  
 MAKE SURE NO PERSONAL ITEMS LEFT ON SHELVES.  
 REPORT ANY ISSUES TO MANAGEMENT VIA WHATSAPP.