

# AIR FRESHENING

## Tools Needed



## Product Needed

Febreze®  
Stick & Refresh

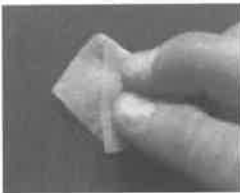
Alcohol  
Prep Pad



**FREQUENCY OF CLEANING:** Use to keep a small area smelling fresh, by replacing the scented oil cartridge every 30 days, or more often as necessary.

**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves.

### Febreze Stick & Refresh is easy to install. Simply follow instructions on back of package



Here are a few tips / reminders to get the best results with Febreze Stick and Refresh:

- Wipe the surface where the dispenser will be mounted with an alcohol prep pad and allow to air-dry. **DO NOT** use a cleaning product to prepare the surface.



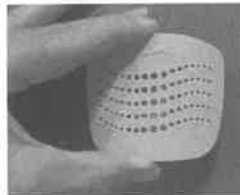
- Be sure to Install the scented cartridge curved side up, with the clear oil cartridge side facing the back of the dispenser or away from the dotted front vent.

- Push cartridge down into the dispenser to release fragrance and lock in place. The top of the cartridge will be flush with the curved top of the dispenser



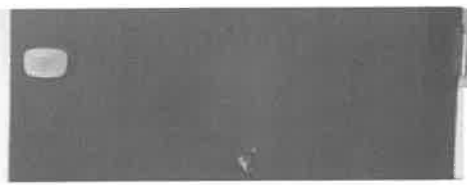
- On the back of the dispenser, when peeling the protective paper from the mounting tab, peel from the bottom up, making sure not to remove the entire tab.

- Do not touch the sticky surface with your fingers as this may affect the holding strength of the tab.

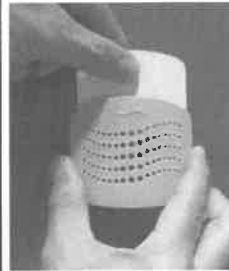


- Holding the top and bottom edges, place the dispenser on the surface and press firmly for 30 seconds to help set the adhesive tab. Be sure to leave enough room above and below the dispenser for refilling and removal.

- When mounting on doors, for those that swing outward, it is best to install at the top by the hinges. Doors that swing into the restroom, install at the top of the door away from the hinges..
- If mounting on a wall, try to install next to the air vent to take advantage of the continuous air flow to help disperse the scent.

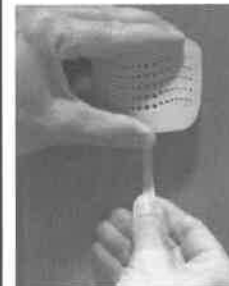


### Replace / Remove



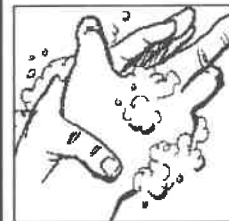
#### Replacing Scented refill only:

- If replacing only the scented refill cartridge, hold the dispenser with one hand and pull out the scented refill cartridge from the top.
- Remove the cartridge, discard in trash and insert new cartridge in the dispenser.



#### Removing / Replacing Dispenser

- If removing and replacing dispensers, hold the dispenser with one hand and pull the command strip downward.
- While pulling the strip down, pull the dispenser forward. Dispenser should release from the surface.
- Command strip tab cannot be re-used. Discard dispenser and replace with a new one.



- After all installations are complete, If used, remove and discard single use gloves.
- Wash hands before returning to service area.

# DINING ROOM TABLES AND CHAIRS

## Tools Needed

- Clean Wiping Cloths or Single-Use Towels
- Putty Knife



## Product Needed

Spic and Span® Disinfecting All-Purpose Spray and Glass Cleaner (3-in-1)



**FREQUENCY OF CLEANING:** Tabletops and Chair Seats: Clean after each use and at close.

Chair Legs and Table Bases: Clean at close or as needed.

**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves. Check for solid soils such as gum every night and if present, remove with putty knife.



- Take the 3-in-1 all-purpose cleaner spray bottle and clean wiping cloth or single-use towels to the designated area.



## TABLETOPS AND CHAIR SEATS

### STEP 1

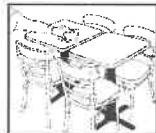
- Clear table by removing and discarding trash.



### STEP 2

- Spray 3-in-1 all-purpose cleaner onto the tabletop holding bottle about 8 to 12 inches away from surface to avoid over-spray.

**NOTE:** If guests are at nearby tables, spray in a direction that is away from guests, or spray directly onto wiping cloth or single-use towel



### STEP 3

- Use a clean wiping cloth or single-use towel with 3-in-1 all-purpose cleaner to wipe tops, sides and underneath edges of tabletop. Allow to air-dry.
- Spray the 3-in-1 all-purpose cleaner on the chair seats and wipe with a clean wiping cloth or single-use towel.
- Realign tables and chairs as needed.

**NOTE:** Replace wiping cloth or single-use towel when it becomes dirty.



### STEP 4

- If used, remove and discard single use gloves.
- Wash hands before returning to service area.



## CHAIR LEGS AND TABLE BASES

### STEP 1

- Wipe chair legs and table bases at close and during the day as needed using the 3-in-1 all-purpose cleaner and a clean wiping cloth or single-use towel .

**NOTE:** Do not use abrasive pads on chairs or table bases.

**NOTE:** Replace wiping cloth or single-use towel when it becomes dirty.

**NOTE:** Remove damaged tables/chairs and report damage to manager.



### STEP 2

- If used, remove and discard single use gloves.
- Wash hands before returning to service area.

# GLASS DISPLAY CASES

## Tools Needed

- Clean Wiping Cloth or Single-Use Towel



## Product Needed

Spic and Span® Disinfecting All-Purpose Spray and Glass Cleaner (3-in-1)



**FREQUENCY OF CLEANING:** Daily or more often as needed

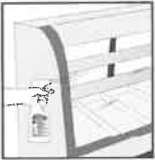
*Internal; Full cleaning monthly. See related specific equipment procedures for cleaning process.*

**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves.



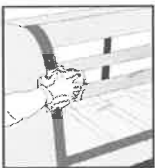
### STEP 1

- Remove all food and food containers from the display case.



### STEP 2

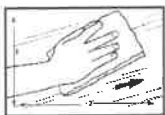
- Spray 3-in-1 all-purpose cleaner onto a small area of the display case surface.



- Wipe with a dry clean wiping cloth or single-use towel.

**NOTE:** Clean small areas at a time so the cleaner does not streak. If streaking occurs use less product and/or do not buff completely dry.

**NOTE:** Make certain that both the inside and outside surfaces of the display case are cleaned during this procedure.



### STEP 3

- For touch-ups during the day or to remove fingerprints from the outside surfaces, spray 3-in-1 all purpose cleaner onto a clean wiping cloth or single use towel and wipe away soils.



### STEP 4

- If used, remove and discard single use gloves.
- Wash hands before returning to service area.

# HAND WASHING

## Tools Needed

- Paper Towels
- Dedicated Handwashing Sink
- Warm Water (100° F)
- Hands Free Waste Receptacle



## Product Needed

Safeguard® Antibacterial Hand Soap



**FREQUENCY OF CLEANING:** After using the restroom, when starting a work shift, after breaks or eating, before putting on single use gloves, after touching bare body parts or hair, after coughing or sneezing, after handling soiled equipment or utensils, after handling cleaning chemicals, garbage, money or potential allergens. Basically after handling anything that might contaminate food. Also upon guests requests.

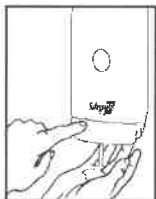
**SPECIAL DIRECTIONS FOR THIS TASK:** After using restrooms, hands must be washed in restroom and again when returning to work area using the hand wash sink in that area.

**NOTE:** If you are using a towel dispenser with a crank or lever, roll down towels before starting to wash hands to avoid possible contamination after washing.



### STEP 1

- Use warm water to wet hands.



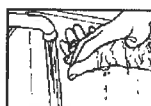
### STEP 2

- Apply Safeguard Hand Soap to hands.



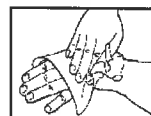
### STEP 3

- Work Safeguard Hand Soap into a lather.
- Wash between fingers, under fingernails, up wrists and exposed portions of the forearms.
- Wash for a minimum of 20 seconds.



### STEP 4

- Rinse with clean water.



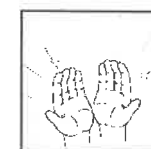
### STEP 5

- Dry with paper towel.



### Step 6

- Turn off faucet with paper towel.



### STEP 7

- Discard towel without touching waste receptacle.

# HIGH CHAIRS AND BOOSTER SEATS

## Tools Needed

- Clean Pails
- Sanitizer bucket with clean wiping cloth or Sanitizer Spray bottle (see step 6).



## Products Needed

Spic and Span®  
Disinfecting All-  
Purpose Spray &  
Glass  
Cleaner (3-in-1)

Bounty  
Paper  
Towels

Clean Quick®  
Broad Range  
Quaternary or  
Chlorine  
Sanitizer



**FREQUENCY OF CLEANING:** After each use and nightly.

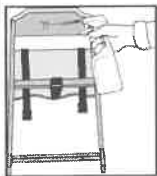
**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves.

**NOTE:** Immediately remove any damaged booster / high chairs from dining area and report damage to manager.



### STEP 1

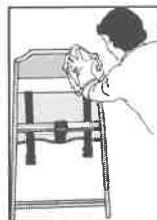
- Fill a clean pail ½-full with warm rinse water. Insert a clean paper towel.
- Take pail to the area where high chairs and booster seats will be cleaned.



### STEP 2

- Spray 3-in-1 all-purpose cleaner onto booster or high chair.

**NOTE:** Be sure to spray all sections of the chair. arms, seat, buckle, straps, and underneath areas tend to be overlooked.



### STEP 3

- With a clean dry paper towel, wipe all surfaces of the booster or high chair to remove food or other soils.
- If soils are still visible, repeat Step 2 and wipe all surfaces again.
- Discard soiled paper towel.



### STEP 4

- Remove clean towel from pail and squeeze out excess water.
- Rinse the high chair or booster seat by wiping it with the clean rinse towel.
- Rinse towel and repeat if needed.
- Discard towel prior to use on next high chair or booster seat if it becomes visibly soiled.
- Change rinse water if it becomes cloudy or visibly dirty.



### STEP 5

- Allow chair to air-dry.
- Discard towel(s) into the trash and empty water from pail into the mop sink.



### STEP 6

- If the high chair or booster seat has a food tray, after it has been cleaned and rinsed, wipe or spray it with a properly prepared sanitizer solution from your 3-compartment sink.
- Allow at least one minute of contact time and allow to air-dry.

**NOTE:** if the high chair or booster seat has a removable tray, you may remove it and bring it to the 3-compartment sink to wash, rinse, sanitize and air-dry.



### STEP 7

- If used, remove and discard single use gloves.
- Wash hands before returning to service area.

# RESTROOM CLEANING

## Tools Needed

- Wet Floor Sign
- Toilet Bowl Brush
- Clean Designated Wiping Cloths or Single-Use Towels
- Single Use Gloves



## Products Needed

Comet®  
Cleaner  
with Bleach

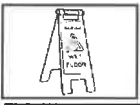
Spic and Span®  
Disinfecting  
All-Purpose  
Spray and Glass  
Cleaner (3-in-1)

Safeguard®  
Antibacterial  
Hand Soap



**FREQUENCY OF CLEANING:** This is determined by bathroom conditions. These steps should be taken throughout the day as needed and every evening.

**SPECIAL DIRECTIONS FOR THIS TASK:** Wear single use gloves to help minimize contact with germs in the restroom facility.

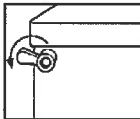


### STEP 1

- Close bathroom to guests.
- Put out wet floor sign.

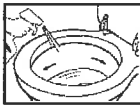


**NOTE:** Put on single use gloves.



### STEP 2

- Flush toilets and urinals.



- For toilets and urinals, spray cleaner with bleach into bowl and under rim of bowls and urinals.



- Let stand while applying cleaner with bleach onto exteriors of the toilets and urinals.

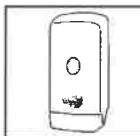


### STEP 3

- Spray cleaner with bleach onto sink surfaces.
- Wipe exterior surfaces of sinks with designated wiping cloth or single-use towel .
- Discard the cloth or towel .



**NOTE:** For heavy stains allow cleaner to stand for 5 minutes prior to wiping.



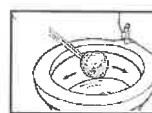
### STEP 4

- Check and refill Safeguard Soap dispensers and paper towel dispensers.
- Clean the exterior of soap dispensers and hand dryers (if installed) by spraying 3-in-1 all-purpose cleaner and wiping with clean towel.



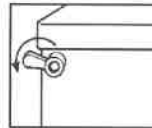
### STEP 5

- Wipe exterior surface of toilets and urinals with clean designated wiping cloth or single-use towel.
- Discard the cloth or towel.



### STEP 6

- Scrub all interior surfaces of toilets and urinals with a toilet bowl brush.



- After cleaning, flush toilet or urinal.



### STEP 7

- Spray 3-in-1 all-purpose cleaner onto mirror.



- Wipe with clean designated wiping cloth or single-use towel .
- Discard the cloth or towel.



### STEP 8

- Spray 3-in-1 all-purpose cleaner directly onto the walls and stall dividers.



- Wipe with clean designated wiping cloth or single-use towel.
- Discard the cloth or towel.



### STEP 9

- Discard trash in appropriate location making sure that any liquid does not drip onto floor and cause a possible wet floor hazard.

**NOTE:** Follow the Trash Receptacle Cleaning Procedure to clean cans as needed.



### STEP 10

- Follow the Floor Cleaning Procedure and clean the floors.



### STEP 11

- Remove and discard single use gloves.
- Wash hands before returning to service area.

# RESTROOM; DEEP CLEANING FLOOR RESTORATION

## Tools Needed

- Mop Bucket and Wringer
- Clean Mop
- Clean Dry Mop (if needed)
- Deck Brush
- Squeegee
- Single Use Gloves
- Cleaning Utility Pail



## Product Needed

Comet® Cleaner  
with Bleach



**FREQUENCY OF CLEANING:** When a thorough, deep cleaning process for the floor is needed.

**SPECIAL DIRECTIONS FOR THIS TASK:** Wear single use gloves to help minimize contact with germs. This is a deep cleaning restoration process. To conduct this cleaning, the restroom must be closed. Special attention must be made to ensure that the floors are dry before putting these restrooms back into service. Procedure is best accomplished at close.



### STEP 1

- Close restroom to both crew member and guest use.
- Keep the restroom door open for ventilation.



### STEP 2

- Put on single use gloves.



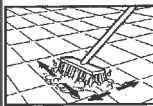
### STEP 3

- Fill mop bucket with fresh hot water to the fill mark or just below the wringer.
- Add one (1) 32 oz bottle of Comet Cleaner with Bleach to the water in the mop bucket.
- Fill a separate cleaning utility pail with fresh hot water.



### STEP 4

- Dip clean mop into the cleaner with bleach solution, remove and spread the solution onto the floor.
- Place mop back into mop bucket and set aside.



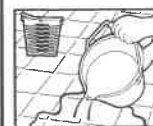
### STEP 5

- Use deck brush to scrub floor. Scrub floor along grout lines. Scrub in both directions until grout is clean.
- Allow solution to sit for 15 minutes.



### STEP 6

- Squeegee cleaning solution into a floor drain.



### STEP 7

- Rinse floor thoroughly with water poured onto the floor from the cleaning utility pail.
- Squeegee water into the floor drain.



### STEP 8

- Take mop in mop bucket and move up and down until sopping wet. Twist mop in wringer and wring out as much solution as possible.



### STEP 9

- Mop up any remaining excess water from the floor to allow for proper air-drying.
- If restoration process has been completed during open hours, and it is necessary to open the restroom immediately to crew members or guests, then take a separate dry mop and wipe the entire floor to help accelerate the floor drying process



### STEP 10

- Return mop bucket and all cleaning supplies and floor tools to the mop sink area.
- Empty and rinse the mop bucket and floor tools thoroughly and allow to air dry.



### STEP 11

- Remove and discard single use gloves.
- Wash hands before returning to service area.

# SQUEEZE BOTTLES – AUTO DISPENSING

Tools Needed		Products Needed	
<ul style="list-style-type: none"> <li>• Properly Prepared 3-Compartment Sink</li> <li>• Pan or bowl for warming bath</li> <li>• New wiping cloth or single-use towel.</li> </ul>		Dawn® Manual Pot and Pan Detergent 	Clean Quick® Broad Range Quaternary Sanitizer 

**FREQUENCY OF CLEANING:** Squeeze bottles require cleaning every seven (7) days or whenever product is changed.

**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves.



- STEP 1 :**
- Set up a warming bath of ~120° water.
  - Insert soiled squeeze bottles into the warming bath.
  - Allow to sit for 10 minutes.
  - After 10 minutes, squeeze the bottles to determine if sauces have been completely softened / liquefied.
  - If completely liquefied, proceed to Step 2.



- STEP 2**
- Remove cap from squeeze bottle.
  - Empty contents into trash bin.



- STEP 3**
- Insert bottle into wash compartment and fill approximately ½ full with hot soapy water.
  - Screw cap onto the bottle.
  - With finger covering tip (to prevent splashing), shake vigorously over the rinse compartment for approximately 20 seconds.



- STEP 4**
- Remove cap.
  - Empty contents of bottle into the rinse compartment.
  - Rinse bottle and cap with warm running water in the rinse compartment.



- STEP 5**
- Insert bottle into wash compartment again and fill approximately ½ full with hot soapy water.
  - Screw cap onto the bottle.
  - With finger covering tip (to prevent splashing), shake vigorously over the rinse compartment for approximately 20 seconds.



- STEP 6**
- This time, keep cap on bottle and squeeze all soap solution through the tip into the rinse compartment until empty.
  - Remove cap.
  - Rinse bottle and cap with warm running water in the rinse compartment.



- STEP 7**
- Return the bottle and cap to the wash compartment and immerse in the soap solution.
  - Using a clean wiping cloth, wash the exterior of the bottle and top.
  - With forefinger wrapped around the wiping cloth, clean the inside threads of the bottle and cap.



- STEP 8**
- Rinse the bottle and cap under running water in the rinse compartment.



- STEP 9**
- Soak items in the sanitizer sink for at least one (1) minute.
  - Remove and allow to air dry.



- STEP 10**
- If used, remove and discard single use gloves.
  - Wash hands before returning to service area.














# SQUEEZE BOTTLES – MANUAL DISPENSING

Tools Needed		Products Needed
<ul style="list-style-type: none"> <li>• Properly Prepared 3-Compartment Sink</li> <li>• Pan or bowl for warming bath</li> <li>• New wiping cloth or single-use towel.</li> </ul>		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Dawn® Manual Pot and Pan Detergent</p>  </div> <div style="text-align: center;"> <p>Clean Quick® Chlorine Sanitizer Packets or Chlorine Sanitizer/Cleaner tub</p>  </div> </div>

**FREQUENCY OF CLEANING:** Squeeze bottles require cleaning every seven (7) days or whenever product is changed.

**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves.

 <p><b>STEP 1 :</b></p> <ul style="list-style-type: none"> <li>• Set up a warming bath of ~120° water.</li> <li>• Insert soiled squeeze bottles into the warming bath.</li> <li>• Allow to sit for 10 minutes.</li> <li>• After 10 minutes, squeeze the bottles to determine if sauces have been completely softened / liquefied.</li> <li>• If completely liquefied, proceed to Step 2.</li> </ul>  <p><b>STEP 2</b></p> <ul style="list-style-type: none"> <li>• Remove cap from squeeze bottle.</li> <li>• Empty contents into trash bin.</li> </ul>  <p><b>STEP 3</b></p> <ul style="list-style-type: none"> <li>• Insert bottle into wash compartment and fill approximately ½ full with hot soapy water.</li> <li>• Screw cap onto the bottle.</li> <li>• With finger covering tip (to prevent splashing), shake vigorously over the rinse compartment for approximately 20 seconds.</li> </ul>  <p><b>STEP 4</b></p> <ul style="list-style-type: none"> <li>• Remove cap.</li> <li>• Empty contents of bottle into the rinse compartment.</li> <li>• Rinse bottle and cap with warm running water in the rinse compartment.</li> </ul>  <p><b>STEP 5</b></p> <ul style="list-style-type: none"> <li>• Insert bottle into wash compartment again and fill approximately ½ full with hot soapy water.</li> <li>• Screw cap onto the bottle.</li> <li>• With finger covering tip (to prevent splashing), shake vigorously over the rinse compartment for approximately 20 seconds.</li> </ul> 	 <p><b>STEP 6</b></p> <ul style="list-style-type: none"> <li>• This time, keep cap on bottle and squeeze all soap solution through the tip into the rinse compartment until empty.</li> <li>• Remove cap.</li> <li>• Rinse bottle and cap with warm running water in the rinse compartment.</li> </ul>  <p><b>STEP 7</b></p> <ul style="list-style-type: none"> <li>• Return the bottle and cap to the wash compartment and immerse in the soap solution.</li> <li>• Using a clean wiping cloth, wash the exterior of the bottle and top.</li> <li>• With forefinger wrapped around the wiping cloth, clean the inside threads of the bottle and cap.</li> </ul>  <p><b>STEP 8</b></p> <ul style="list-style-type: none"> <li>• Rinse the bottle and cap under running water in the rinse compartment.</li> </ul>  <p><b>STEP 9</b></p> <ul style="list-style-type: none"> <li>• Soak items in the sanitizer sink for at least one (1) minute.</li> <li>• Remove and allow to air dry.</li> </ul> <p><b>NOTE:</b> When using chlorine sanitizer solution, promptly remove spray bottles and caps from solution immediately following 1 minute soak time.</p>  <p><b>STEP 10</b></p> <ul style="list-style-type: none"> <li>• If used, remove and discard single use gloves.</li> <li>• Wash hands before returning to service area.</li> </ul>
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# UPRIGHT COOLERS

## Tools Needed

- Properly Prepared 3-Compartment Sink
- Clean Wiping Cloth or Single-Use Towel
- Non-Abrasive Pad



## Product Needed

Spic and Span® Disinfecting All-Purpose Spray and Glass Cleaner (3-in-1)



**FREQUENCY OF CLEANING:** Monthly or as often as needed.

**SPECIAL DIRECTIONS FOR THIS TASK:** If sensitivity to cleaning solutions is a concern, wear single use gloves.



### STEP 1

- Discard expired products and move all other products to walk-in cooler for overnight storage.
- Remove all shelves and brackets from the interior; take to 3-compartment sink for cleaning. Wash, rinse, sanitize and allow to air-dry following the Manual Ware Washing and Sanitizing Procedure.



### STEP 2

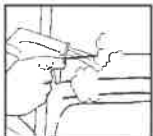
- Spray 3-in-1 all-purpose cleaner onto all inside surfaces of the cooler.



### STEP 3

- Wipe the inside wall surfaces with a clean wiping cloth or single-use towel.

**NOTE:** Any hardened food accumulations need to be removed by scrubbing with a non-abrasive pad.



### STEP 4

- Spray 3-in-1 all-purpose cleaner onto door gaskets, latch, and hinge areas.
- Wipe with a clean wiping cloth or single-use towel.



### STEP 5

- Check for plastic or other blockages on fan cover.



### STEP 6

- Wipe off fan cover with a clean wiping cloth or single-use towel.



### STEP 7

- If used, remove and discard single-use gloves.
- Wash hands before returning to service area.

**NOTE:** For spot cleaning as needed, spray 3-in-1 all purpose cleaner onto a clean wiping cloth or single use towel and wipe away soils.

# UPRIGHT FREEZER

## Tools Needed

- Single Use Gloves
- Clean Pail
- Non-Abrasive Pad
- Wiping Cloth or Single-Use Towel



## Product Needed

DCT Freezer  
Cleaner



Spic and Span®  
Disinfecting  
All-Purpose Spray and  
Glass Cleaner (3-in-1)



**FREQUENCY OF CLEANING:** *Monthly or more often as needed.*

**SPECIAL DIRECTIONS FOR THIS TASK:** *Wear single use gloves due to cold conditions.*



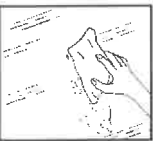
### STEP 1

- Put on single use gloves.
- Fill a clean pail half-full with DCT Freezer Cleaner from bottle.



### STEP 2

- Dip non-abrasive pad into DCT Freezer Cleaner.
- Scrub all interior freezer surfaces, including walls, ceiling, and shelving units.

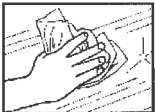


### STEP 3

- Using a dry, clean wiping cloth or single-use towel, wipe freezer surfaces until cleaner has been removed.

**NOTE:** *Ensure that wiping cloth or single-use towel is dry. Any water on the wiping cloth or single-use towel will cause it to freeze.*

- Wring excess freezer cleaner from clean wiping cloth or single-use towel into empty pail as needed.



### STEP 4

- Using a clean wiping cloth or single-use towel sprayed with Spic and Span 3-in-1 all-purpose cleaner, wipe all glass surfaces until clean.



### STEP 5

- Remove and discard single use gloves.
- Wash hands before returning to service area.

