



Air Freshener Maintenance

Products Needed



DCT Easy
Fresh Air
Freshener

Tools Needed

- No Tools Required

Frequency

Monthly

Special Directions

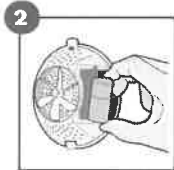
Procedure assumes air freshener base unit is already installed on door, wall or other fixture

Replace Cover and Battery

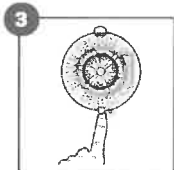


1 Remove air freshener scented cover and battery after 30 days of use to properly maintain.

NOTE: Pushing UP on bottom tab may help to loosen cover so it can be removed more easily.



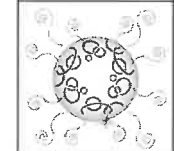
2 Insert new alkaline "C" battery.



3 Push UP on bottom mounting tab to reset the 30 day cycle. Fan will turn and lights will blink confirming reset.



4 Hang new scented cover on the top mounting tab first. Then fit over the bottom mounting tab.



LED light will blink green, indicating unit is operating properly.

LED Light Signal:

- Blinking Green = Program Running
- Blinking Red = Change Cover
- No LED's Blinking = Change Battery and Cover.
- Audible Alert = Overdue; Change Cover and Battery Immediately.

every experience counts.™

P&G
Professional

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

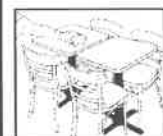
- Clear table by removing and discarding trash.



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.



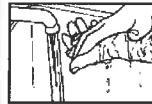
STEP 2

- Apply Safeguard Hand Soap to hands.



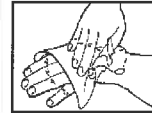
STEP 3

- 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.



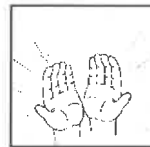
STEP 5

- Dry with paper towel.



Step 6

- Turn off faucet with paper towel.



STEP 7

- Discard towel without touching waste receptacle.

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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.

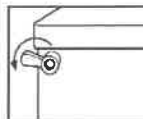


STEP 1

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

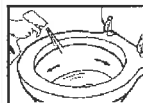


NOTE: Put on single use gloves.



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.



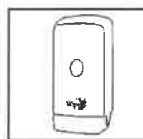
STEP 3

- 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.



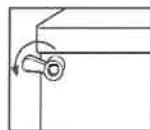
STEP 5

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

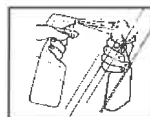


STEP 6

- 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.



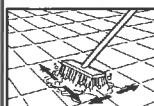
STEP 3

- 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.



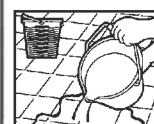
STEP 5

- 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.



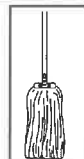
STEP 9

- 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

- Properly Prepared 3-Compartment Sink
- Pan or bowl for warming bath
- New wiping cloth or single-use towel.



Products Needed

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

- Properly Prepared 3-Compartment Sink
- Pan or bowl for warming bath
- New wiping cloth or single-use towel.



Products Needed

Dawn® Manual Pot and Pan Detergent



Clean Quick® Chlorine Sanitizer Packets or Chlorine Sanitizer/Cleaner tub



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.



NOTE: When using chlorine sanitizer solution, promptly remove spray bottles and caps from solution immediately following 1 minute soak time.



STEP 10

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



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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

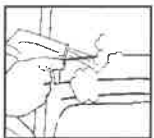
- Spray 3-in-1 all-purpose cleaner onto all inside surfaces of the cooler.



STEP 3

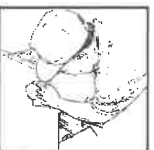
- Wipe the inside wall surfaces with a clean wiping cloth or single-use towel.

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.

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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.

