

Silverdale

Checklist

- ☐ Sweep retail floor (making sure to get rubbish off edges)
- ☐ Scrub aisle floors (30 minutes)
- ☐ Scrub remaining floor (30 minutes)
- ☐ Sweep checkouts (making sure to get rubbish from all corners)
- ☐ Mop checkouts (making sure the mop is semi-DRY)
- ☐ Mop bakery, deli x2, seafood and warehouse entrances EVERY NIGHT (slurry may be required)
- ☐ Clean and mop warehouse toilet (making sure to wipe outside of toilet bowl, on top of hand soap dispenser and door)
- ☐ Wipe shark teeth bars twice a week
- ☐ Mop inside alcohol fridges and aisles
- ☐ Even number aisles to be mopped every Monday, Wednesday, Friday, Sunday
- ☐ Odd number aisles to be mopped every Tuesday, Thursday, Saturday
- ☐ Produce edges (including around bins) to be mopped every second day
- ☐ Level 1 stairs to be swept and mopped
- ☐ Level 1 toilets cleaned (making sure to wipe outside of toilet bowl, on top of hand soap dispenser, toilet roll holders and door)
- ☐ Sanitary pods to be changed on Level 1 & customer toilet every Wednesday
- ☐ Nappy bag to be replaced every Wednesday
- ☐ Level 1 kitchen bin to be emptied every night
- ☐ Level 1 main floor mopped (blue mop ONLY)
- ☐ Level 1 toilets mopped (red mop ONLY)
- ☐ All stickers including their glue to be removed daily
- ☐ Entrance mats vacuumed every night
- ☐ Entrances mopped (including area between trolleys)
- ☐ All edges in front of (checkouts) to be mopped where scrubbing machine cannot reach
- ☐ Window sills in entrances to be wiped every second day
- ☐ Cobwebs to be removed in entrances, level 1 and customer toilet
- ☐ Airvents to be cleaned as needed
- ☐ Check fridges in seafood, produce and aisle 15 to see if leaks need mopping
- ☐ Clean all mops and buckets once finished and stack in cleaners cage
- ☐ Check machine before use (battery water levels, pads)



SIGN IN EVERY NIGHT MUST BE DONE

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