



Date: _____

Daily Morning Checklist:

Initial

- _____ Put all personal items away; clock in for shift
- _____ Ensure music is on outside
- _____ Water grass & plants
- _____ Plug in light (neutral sign) on entrance module
- _____ Turn on water valves
- _____ Turn on vacuum switch
- _____ Turn on terminals
- _____ Position red balls
- _____ Insert bags in vacuum balls
- _____ Check vacuums for proper operation
- _____ Check chemicals
- _____ Do the wetdown on the wash (Ensure chemicals in wash are working properly)
- _____ Bring out bins & supplies for greeters at podiums
- _____ Organize & clean electrical room
- _____ Organize & clean equipment control room
- _____ Clean and sweep vacuum stalls
- _____ Clean hot spots in tunnel & squeegee floors
- _____ Empty vacuum trash cans when full
- _____ Organize loading area
- _____ Clean debris from tunnel - exit side
- _____ Perimeter sweep - pick up debris
- _____ Wipe down entrance module
- _____ Wipe down stainless steel vacuums & vacuum handles (frequently)
- _____ Clear tunnel of foreign objects
- _____ Ensure batteries are charged/ charging

Daily Afternoon Checklist:

- _____ Clean debris from tunnel (Exit side)
- _____ Organize & clean equipment control room
- _____ Perimeter sweep - pick up debris
- _____ Clean office windows & doors
- _____ Clear tunnel of foreign objects
- _____ Make sure blue towel bins are full at the end of your shift (Early & Late shift)

Daily Afternoon Checklist Cont.:

Initial

- _____ Take your lunch breaks accordingly
- _____ Check bathroom - clean & stock
- _____ Clean/ stock podiums at entrance
- _____ Clean/ sweep vacuum stalls and parking lot
- _____ Empty vacuum trash cans when full
- _____ Clean hot spots in tunnel/ squeegee floors
- _____ Organize loading area

Daily Closing Checklist:

- _____ Water grass and plants
- _____ Turn off water valves/ close hose valve
- _____ Bring in bins & other supplies from podiums
- _____ Clean office/ flight deck (sweep, mop, sink, trash, disinfect counters)
- _____ Clean headsets and covers/ charge batteries
- _____ Clean bathroom - clean & stock
- _____ Organize & clean equipment control room
- _____ Organize loading area
- _____ Turn off vacuum switch
- _____ Empty vacuum trash cans
- _____ Replace assigned vacuum filters (put away drill)
- _____ Empty out vacuums
- _____ Use blower and sweep up parking lot
- _____ Rinse tunnel windows & wipe down walls/ Hose down front tunnel exit
- _____ Squeegee tunnel floor & mop
- _____ Remove grates wash water channel
- _____ Put red balls away
- _____ Pour bleach in water tank on mezzanine
- _____ Clear grates and belt in tunnel of debris & trash
- _____ Make sure all mops, brooms, dust pants, and squeegees are outside
- _____ Lock gates leading into tunnel, lock windows in office, lock loading area gate