

30 MINUTE-LOBBY CHECKLIST

Use this checklist to make sure all areas guests see and interact with stay clean, organized and welcoming throughout the day

HAND-OFF STATION

- Napkins and straws are full
- All utensils are stocked handle up
- Shakers are full and wiped down (cayenne, pepper, cinnamon)
- Hand-off counter is wiped down clean
- Trash shoot is wiped down
- Trash is emptied if more than 2/3's full
- Lids and bags are available for take out

LOBBY

- Tables and chairs arranged neatly
- Deli case is full and bottles facing forward
- Shelves and displays are full and dust free
- Trash cans emptied if more than 2/3's full
- Spot clean front door and sneeze guard
- Tables are free of debris and wiped down
- Spot sweep and mop the floors

PATIO AND PARKING LOT

- Patio/center trash cans are emptied if more than 2/3's full
- All trash is picked up from the ground
- Tables are free of debris and wiped down
- Tables and chairs are arranged neatly
- Umbrellas are in working condition

RESTROOM

- Door and handle are wiped down
- Trash is emptied if more than 2/3's full
- Soap, paper towels, and toilet paper stocked
- Floor free of debris and spot mopped as needed