

End of Day
Party Room Cleaning

Task	Completed by
<u>LARGE PARTY ROOM</u>	
Clean all tables and benches	
Clean and hoover highchairs	
Empty bin	
Hoover and Mop the floor	
Hoover and Mop The highchair matt	
Clean Windows and Glass panel on the door	
Check all windows are closed and plug sockets are off	
Remove any remaining decorations left	
<u>SMALL PARTY ROOM</u>	
Clean all tables and benches	
Clean and hoover highchairs	
Empty bin	
Hoover the floor	
Clean windows and Glass panel on the door	
Check all windows are closed and plug sockets are off	
Remove any remaining decorations left	
Hoover Landing between party rooms	
Hoover the stairs	
Empty bins	
Clean window	
Check all windows are closed and plug sockets are off	
Remove any items left on the landing	
Check party room fridge is left empty	
<u>Kitchen Party Area</u>	
All boxes disposed of and stock condensed down	
Cake cutting surface cleaned appropriately	
Plates,cups,bowls etc returned to original storage place	
Stock Check -informing line manager	
Party Bags but back in storage	

