



Date _____

Daily Morning Checklist

Initial

- ___ Insert Bags in Vacuum Balls
- ___ Ensure Signs & Banners are in place
- ___ Water Grass and Plants
- ___ 7AM Use Blower on Vacuum Stalls
- ___ 11AM Clean/Sweep Vacuum Stalls
- ___ 11AM Empty Vacuum Trash Cans.
- ___ Clean Hot Spots in Tunnel – Mop Floors
- ___ Organize Loading Area – Mops, Brooms
- ___ Clean debris from tunnel – Exit Side
- ___ Organize/Clean Equip. Control Room
- ___ Perimeter Sweep – Pick up debris
- ___ Install vacuum filters per schedule
- ___ Wipe down Entrance Module
- ___ Check Vacuums for proper operation
- ___ Organize/Clean Office – Empty trash
- ___ Clear tunnel of foreign object

Daily Afternoon Checklist

- ___ Check Bathroom – Clean/Stock
- ___ Clean/Stock Podiums at Entrance
- ___ 2PM Clean/Sweep Vacuum Stalls
- ___ 2PM Empty Vacuum Trash Cans.
- ___ Clean Hot Spots in Tunnel – Mop Floors
- ___ Organize Loading Area
- ___ Clean debris from tunnel – Exit Side

Afternoon Checklist Continued...

Initial

- ___ Organize/Clean Equip. Control Room
- ___ Perimeter Sweep – Pick up debris
- ___ Clean Office windows and doors
- ___ Clear tunnel of foreign objects
- ___ Organize Cabinets

Daily Closing Checklist

- ___ Water Grass and Plants
- ___ 7PM Use Blower on Vacuum Stalls
- ___ Clean Office – Mop, Sink, Trash
- ___ Clean Bathroom Organize & Stock
- ___ Empty Vacuum Trash Cans.
- ___ Clean Hot Spots in Tunnel – Mop Floors
- ___ Organize Loading Area
- ___ Clean debris from tunnel – Exit Side
- ___ Organize/Clean Equip. Control Room
- ___ Perimeter Sweep – Pick up debris
- ___ Rinse tunnel windows and walls
- ___ Mop tunnel floors
- ___ Put Red balls and cones away
- ___ Remove grates wash water channel