SONOCO

Location Audit Checklist

Customer: Location:						
Date: to Steward:						
Galley Responsibilities						
Date:		l l		Ι		
DINING AREA						
Perform Service Checklist before and each meal						
Clean toaster & crumb tray (After each meal period)						
Clean pastry display cabinet after each meal or snack period						
Empty and drain salad bar. Clean & sanitize cold pan.						
Clean all beverage dispensers (Fountain / Jet Spray)						
Clean gaskets on reach-in coolers and milk dispenser						
Clean Ice cream cabinet/soft serve dispenser, if applicable						
Clean and Sanitize AirPots / Decanters, after each meal period						
Clean coffee brewing unit. Remove and clean star filter.						
Clean serving line exterior and sneeeze guard						
Clean silverware containers and plate shelves.						
Dust mounted light fixtures, doors, cabinets, fire extinguishers						
Wipe down doors and Dust tops of jambs.						
Spot clean walls with degreasing and disinfecting solution.						
Polish all stainless steel.						
Dining Tables and Chairs are cleaned and Sanitized after each meal.						
Wipe all contact surfaces with sani-solution after each meal.						
STORAGE AREAS (PANTRIES, ALL CABINETS ,REFRIGERAT	ED S	PACE	ES)			
Check all areas for slip/trip hazards						
Organize product (FIFO), properly label and date						
Inspect products to insure they are fresh and no expired products						
Organize all cleaning gear (Separate from food storage area)						
Keep all storage shelves free of dust and debris.						
Keep cooler floors clear of food containers.						
Thaw all meats on bottom shelves only						
Sweep and mop floors with disinfectant solution.						
Wipe all contact surfaces with sani-solution.						
GALLEY & PREPARATION AREAS						
Wash all dining and cooking equipment. Air dry prior		ļ				
Sanitize cutting boards with bleach solution (1 cap/gallon water).						
Clean floors in preparation area (Sweep and Mop)						
Clean steamtable wells daily. Remove scale with vinegar and rinse.						
Clean Clean mixer, Ovens, Steamers, Griddles, as needed		ļ				
Clean Hood / Vent System weekly		<u> </u>				
Wipe down all tables, including shelves and legs.		<u> </u>		ļ		
Clean light fixtures, doors and walls.		<u> </u>				
Wipe down all walls with disinfecting solution.		<u> </u>				
Keep adequate supply of peeled potatoes per Steward's directions.		<u> </u>				
Keep adequate supply of salad bar items per Steward's directions.	I	I				

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Pre-Meal Checklist

	Date:				
PRE-MEAL Period					
Menu is posted and is both accurate and neat.					
Floors are clean, free of trip/slip hazards.					
Chairs & tables are in place					
Tables have napkins, salt, pepper and appropriate condiments					
Beverage dispensers are fully stocked.					
Check milk dispenser. Be prepared to change as needed					
Cutlery and plates are on hand in adequate supply.					
Clean all beverage dispensers after each meal / snack period					
Pastries/Desserts are available and on display (Fresh and Rotated)					
Hot line items are in place and all items covered.					
Waste containers are clean, empty and in place, with liners.					
GALLEY READINESS					
Galley floors are clean and free of clutter, trip hazards.					
Galley waste containers are empty and ready for the meal.					
Dish pre-soak water for cutlery and dinnerware is ready.					
POST-MEAL (Begin immediately at end of meal	period)				
Clear dining tables of condiments, salt & pepper, napkin holders					
Clean condiment bottles and caps; return to proper location					
Sanitize tables and replace napkin holders, salt & pepper					
Wipe down chairs with mild detergent					
Sanitize all counters.					
Remove and empty all waste containers. Clean and let dry.					
Sweep and mop floors with disinfecting, degreasing solution					
Restock all beverage dispensers.					
Restock all pastry/dessert displays.					
Cover all salad items and refrigerate.					
Remove hot items. Immediately cover & refrigerate items to be reused.					
Clean steamtable, including line pans (inside & out). Replace covers.					
Clean and sanitize all serving and cooking utensils. Air dry only.					
Wipe all contact surfaces with sani-solution					
PRIOR TO SHIFT CHANGE					
Remove all trash to disposal area, including liquid waste.					
Sweep & mop floors in galley, storage room and refrigerated spaces.					
Empty all mop buckets, rinse and put away.			Ī		
Clear all sinks, scrub and replace wash/rinse/sanitize water in each.					
Meeting with all personnel for information or instruction		1			
Wine all contact surfaces with sani-solution		\top	1		

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HOUSEKEEPING SCHEDULE

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REPROME	Date:					
BEDROOMS De loundry for off duty personnel (Peturned in a timely manner)						
Do laundry for off duty personnel (Returned in a timely manner) Make all bunks and Clean Trays						
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Change linen on beds of offgoing personnel / Under mattress cleaned Empty trash in all bedrooms and common areas						
Dust ALL furniture, including lockers, tables, chairs, bunk shelves						
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Dust ALL fixtures (lights, etc.), door frames Sweep & mop floors (Pick up personal gear off of deck)						
Vacuum curtains & rugs, and under all furniture, including bunks Sanitize all contact areas (door and locker handles, ladders)						
HALLWAYS & STAIRWELLS						
Sweep & hallways and all stairwells						
Clean base moulding of all areas swept & mopped		+				
Dust fire extinguishers, bulletin boards, door jambs						
Vacuum rugs at hall entrances		+				
Wipe all contact surfaces with sani-solution (Door Handles, Handrails)		+				
BATHROOMS						
Empty all trash cans, remove soiled linen to laundry						
SCRUB toilets, sinks, showers & urinals		-				
Polish all fixtures, including mirrors						
Wipe down doors, walls and partitions	<u> </u>	+		-		
Organize storage spaces						
Sweep & mop floors		+				
Wipe all contact surfaces with sani-solution		+		-		
OFFICES						
Dust all furniture (stay clear of electronics, panels and documents)						
Dust doors, light fixtures, doorjambs and window sills		+				
Empty trash / wipe down cans		+				
Vacuum rugs / Sweep & Mop floors						
Wipe walls, trim and doors						
Wipe all contact surfaces with sani-solution (Door Handles)						
CHANGE ROOM						
Sweep & mop floors, paying particular attention to corners						
Clean walls, partitions and doors						
Clean sinks, toilets, showers and shower curtains						
Empty trash / wipe down cans						
Wipe all contact surfaces with sani-solution (door handles and faucets)						
COMMON AREAS						
Vacuum rugs / Sweep & mop floors						
Dust all furniture, recreational equipment and televisions						
Clean doors and dust light fixtures						
Wipe down walls, including baseboards			1			
Empty trash / wipe down cans						
Wipe all contact surfaces with sani-solution (door handles, chair rails)		1		Ì		