

SONOCO
Location Audit Checklist

Pre-Meal Checklist

Date:

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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.
- Clear all sinks, scrub and replace wash/rinse/sanitize water in each.
- Meeting with all personnel for information or instruction
- Wipe all contact surfaces with sani-solution

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HOUSEKEEPING SCHEDULE

Date:

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BEDROOMS

Do laundry for off duty personnel (Returned in a timely manner)							
Make all bunks and Clean Trays							
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							
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							
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, doorjambes 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							
Empty trash / wipe down cans							
Wipe all contact surfaces with sani-solution (door handles, chair rails)							