

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST
MAINTENANCE DOCUMENT

GM Assign each item to be completed by Specific Date.

MASTER

WEEK 1

_____ VIP fire inspection document completed and faxed to Laurel, Gerardo and Gary.
Follow up any problem. Keep records.
Note: In case of inspection by the FDNY. E-mail the result of the inspection
Keep copy and follow any problem. Send original to Seemoy.

_____ Exterminator - Pull and follow master instruction document.

_____ Follow maintenances man document and review his work for the corresponding week.

_____ Confirm tool area is clean and organized.

_____ Have Maintenance E-mail ready (problems and questions).

_____ Once a monthly only on the 1st Monday water your main plant on the stairwell.
Only pour small amounts of water around trunk of plant till base overflows then
drain base and do it again. You must soak all soil since you only do this 1 time a
month. Approximately 4 pitchers.

_____ Have all waiters bring all table adjustment feet to "0" and rebalance.

_____ rail Wipe down all Bar and chair legs, and table bases. Remove all gum from under Bar
and under regular chairs and tables. (porter)
_____ Main Floor _____ Jazz Room _____ Vault Room

_____ Have dishwasher soap supplier, test machine with test paper to be sure proper
amounts of chemical are being used. Too little --you won't pass BOH; too much --and
you're wasting money. Review and check this with service man at time of testing.

_____ Have dishwasher decaled. They only need 1/6 of a gallon of chemical. 1 gal. = 6mos.

_____ Have the Sanolite technician fill the preventive check off sheet for dish machine and
Follow any recommendations.

_____ Clean all espresso handles and regular coffee filters with baking soda - remove
strainers and clean baskets and holder of machine.

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- _____ Inspect and keep organized soda room.
- _____ Clean all white ice buckets inside and out with Ajax.
- _____ Have **each** manager on 3 different days go through _____ garbage with dishwasher _____ linen with busboy. Review findings with other managers and workers.
- _____ Check all large folding tables for any necessary repairs or painting.
- _____ Check plastic weave on café chairs for any rips or pieces of weave coming undone, can cause harm to clothing as plastic is hard.
- _____ Evaluate any interior & exterior required painting.
- _____ Test surveillance equipment.
- _____ inspect and keep organized storage area in basement.
any problem inform the corresponding department, Maintenance or BOH.

COMMENTS:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

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WEEK 2

2nd Monday of month - exterminator - Pull and follow master instruction sheets (exterminator prep sheets). Main Floor Jazz Room Vault Room

Follow maintenances man document and review his work for the corresponding week.

Confirm tool area is clean and organized.

Have Maintenance E-mail ready (problems and questions).

Check and record stock of Matches amt. , amt. , Comment Cards amt. and Amex Paper amt. .

Remove carefully glass shelf behind all banquets. Replace bulbs, dust and clean. Replace glass carefully. Main Room Balcony Jazz Room

weeks At locker or change area gather up all work shoes and place in a basket after two weeks
discard shoes left in basket.

Clean all espresso handles and regular coffee filters with baking soda - remove strainers and clean baskets and holder of machine.

Clean all white ice buckets inside and out with Ajax.

Confirm beer lines were cleaned in last 4 weeks.

Inspect Clean and replace (if necessary) any white foam table padding. Inform maintenance.

Check Weather Gear raincoats, winter coat (heavy) and it's clean, porters coat, gloves, boots.

Confirm speakers are positioned correctly on main floor and balcony.

Check conditions of all wicker linen baskets, replace as needed.

Pull out banquette seats, clean and reset glue traps and seal any holes.

Inspect and keep organized storage area in basement. any problem inform the corresponding department, Maintenance or BOH.

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Banquettes and furniture inspection.

Please inspect all your banquettes, look for rips, loose springs or if it is wearing out. If you need your banquettes repaired take a floor plan and mark the banquettes with damage and a small note explaining the problem. Then fax it to LIC to Gary A. Then follow up with an e-mail to Gary A. and Gerardo G. letting us know the problems and that you faxed the floor plan. Within a couple of days Gary should have a scheduled day for the repair.

Inspect every chair in the restaurant, pull out all chairs with stain or rips. E-mail LIC your request for chairs.

Inspect all back sleeve covers for chairs. Send your request to LIC.

COMMENTS:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

WEEK 3

Follow maintenances man document and review his work for the corresponding week.

Confirm tool area is clean and organized.

Have Maintenance E-mail ready (problems and questions).

Clean out beer and wine in walk-in refrigerator completely. Clean racks and rotate stock.

Clean all espresso handles and regular coffee filters with baking soda - remove strainers and clean baskets and holder of machine.

Clean all white ice buckets inside and out with Ajax.

Check and test Alarm System once a month.
All Alarm buttons at--

- a: Host Stand
- b: Behind Bar Upstairs
- c: Bar Downstairs
- d: Waiters Hutch Downstairs
- e: Host Stand Downstairs
- f: In manager office.
Circuit board and key pad in manager office.
- g: 3 Pendants

Check managers' and chefs' phone and beeper numbers are correct.

Test surveillance equipment.

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_____ Check all coffee areas have a bang bar on a chain with metal cap.

_____ Inspect and keep organized storage area in basement.
Any problem inform the corresponding department, Maintenance or
BOH.

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WEEK 4

_____ **4th Monday of month - exterminator - Pull and follow master instruction sheets (exterminator prep sheets). Main Floor Jazz Room Vault Room**

_____ Follow maintenances man document and review his work for the corresponding week.

_____ Confirm tool area is clean and organized.

_____ Have Maintenance E-mail ready (problems and questions).

_____ See chef's maintenance notes:
U:ANGELA\BWG\KITCHEN\CLEANING

_____ Clean all espresso handles and regular coffee filters with baking soda - remove strainers and clean baskets and holder of machine.

_____ Clean all white ice buckets inside and out with Ajax.

_____ Discard old, torn, logo discolored & plastic inserts torn AMEX books and order new ones. The lead time is 4-6 weeks.

_____ Curtains in Bank Vault Room (clean as needed). Over cleaning will damage the curtains.

_____ At locker or change area gather up all work shoes and place in plastic crate. After 2 weeks discard shoes that are left.

_____ Check all chairs and banquettes for rips, holes and burns
_____ Main floor Jazz room Vault room

_____ Test all thermostats are at 72° and confirm auto mode (on thermostat) will call for heat or cold as needed. If problem, contact Arista.

_____ Check porters using drill bits on ovens to unclog jet holes.

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_____ Test all "Bug & Fly machines". Make sure they are in proper working order.

_____ Inspect and keep organized storage area in basement.
Any problem inform the corresponding department, Maintenance or BOH.

_____ Confirm cleaning of all coils & drain lines in all refrigeration compressors. Follow coil cleaning document.

_____ Check all carpet on balcony and in Vault Room. Clean, if necessary. (Carpets should be cleaned 4-6 times a year approximately).

_____ Check if sidewalk area needs power washing.

_____ Inspect every chair in the restaurant, pull out all chairs with stain or rips. E-mail LIC
your request for chairs.

_____ Inspect all back sleeve covers for chairs. Send your request to LIC.

_____ Maintenances man inspect and confirm all the chairs.
Have protective pegs under legs.

_____ Maintenances man scrape and remove gum on side walk,
power wash side walk if necessary.

_____ Coordinate and schedule with the Maintenance Dept. or Dishwasher (BF only) to clean
and sanitize ice bins for ice machines. Manager and chef must inspect and confirm they are clean before the unit is refilled with ice.

_____ Check all café chairs. Send any with broken weave to be repaired at L.I.C.

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MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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MAINTENANCE
(ALL ITEMS MUST BE CHECKED MY MANAGER)

WEEK 1

Vacuum blinds on 3 windows at staircase and blinds above arched café doors.

Clean and level all photos: balcony Jazz room
 Vault room

Dust soffits Jazz room ceiling

Clean and empty grease traps: inside refrigerator room by building boiler room
on top of oil tank.

Windex mirror above soffit in vault room.

Inspect sump pumps are in good condition in front of beer walk-in box
 in ejector room in front of managers office inside basement by water heater.

Check oil tank inside building basement for leaks and bugs.
Inspect cage area.

Clean and polish all wood floors: Jazz Main

Check all walls and columns for painting. Mezzanine Main floor
 Jazz room Vault room

Check all light fixtures outside lamps in floor of café front door columns
 lights to flag above front door.

Check bathroom have in proper order seat cover holders
 toilet paper dispensers soap dispensers
 paper towel machine

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_____ Tighten **all** rest room toilet seat covers. Have dishwasher clean with a toothbrush the brackets of all partitions in bathrooms.

_____ Check all water filters are clean and water pressure is good.
_____ above in linen storage area _____ at 4 ice machine
_____ main kitchen steamers
_____ main kitchen coffee station _____ lower level coffee station.

Replace filter if necessary.

_____ Check screws, bolts and weather stripping on cafe doors and all front doors and 3 front windows. Fix all cafe doors not to slam shut. Adjust hinges and stoppers.

_____ Empty, clean and bleach 3 metal pans: 1 over piano in Jazz Room, 1 over steps to Jazz

_____ Room Bar, 1 over Dishwasher room doorway. For each, open access door. (Leak from upstairs bar soda lines.)

_____ Check hose connection in trap door (ceiling) across from Jazz Room bread station.

_____ Check upstairs balcony bathroom small exhaust fan is working.

_____ Change or vacuum clean AC filters: Clean screen and inside filter area
in box _____ at oyster bar A/C unit _____ clean A/C unit over beer walk-
_____ A/C unit over front door _____ butchers drop ceiling (see if needs to be drained)

_____ Check and confirm mechanical room in alley way on platform area is clean and organized.

_____ Confirm freight elevator entrance area is clean.

_____ Clean inside elevator shaft, bleach and clean. **Follow instructions to open doors.**

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(See attached Doc.: U:ANGELA\BWG\ELEVATOR). Be careful.

Confirm sump

 pump is working. If any problems, alert manager to call Arrow
Elevator
 (718) 387-7500. (To be done twice a week -- Mon-Thurs in
addition to the daily
 Porters work).

_____ **VIP:** Vacuum ceiling panels in entire ceiling, especially over tables
65-67, 56-57, host
 area and all A/C vents.

_____ Vacuum balcony ceiling in front of A/C only.

_____ Pull out all banquette seats, clean & reset glue traps & seal any
holes. Booths 1, 2, 3,
 50-57, 60-64, 65-67 -- clean seat and back corners and reseat
correctly.

_____ Check and replace on non-skid tape on all stairs for F.O.H. and
B.O.H. steps.

_____ back steps to main kitchen _____ steps to Jazz bar _____ steps up
to Jazz service bar
 area.

_____ Check carpet for any stains and clean.

_____ On West end of café (near Union Square restaurant) clean 6" –
high vent (lift cover);
 clean air curtain screen by back metal doors; clean 2 screens
above.

_____ Make sure you have a backup hose for dishwasher table.

_____ Clean all smoke eater cells in 4 units for Jazz room: _____ 2 over
kitchen walk-in,
 1 over beer walk-in _____ 1 in main office.

_____ Clean outside vents on platform roof. (Stairs next to back door).
_____ Makeup air – clean and replace filters
_____ AC fresh air supply at far end
_____ Check all timers for makeup air for kitchen hoods

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- _____ Clean motors behind convection ovens in lower kitchen.
- _____ Oil, water pump and heaters in basement.
- _____ Oil with WD 40 all door locks for doors and pad locks for walk-in box.
- _____ Check all gaskets on all refrigerators and freezers (BOH).
- _____ Check all refrigerator door gaskets in kitchen and on all walk-in box doors
- _____ Check large folding party tables for any necessary repairs or painting
- _____ Remove panel on glass wall in vault room and dust off back and front of wall.
- _____ Check all electric dimmers have cover plates and marked for correct light levels.
- _____ Check dimmer control zone charts are posted and all zones are marked correctly to zone chart. Don't change setting without asking management first.
Then adjust necessary document. All zone changes 5-7 minutes except for AM
- _____ Clean and dust top pink ceiling in Jazz Room. Use lightly damp cloth.
- _____ Dust and check lights on top level and lights on second level.
- _____ Confirm all soda gun holder have its proper drain.
- _____ Check NuCo2 alarms are 100%. Press and hold test button. You will hear and see the alarm light go on.
- _____ Clean and empty grease traps: _____ inside compressor room, _____ by building boiler room on top of oil tank with help from the PM porters.

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COMMENTS:

MANAGER DATE

MAINTENANCE PERSON —

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

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MAINTENANCE
(ALL ITEMS MUST BE CHECKED MY MANAGER)

WEEK 2

Clean and level all photos: Balcony Jazz room
 Vault

Remove carefully glass light shelf behind all banquets. Replace bulbs, dust and
clean. Replace bulbs, dust and clean. Replace glass carefully.

balcony Mezzanine

under stairs

Windex mirror above sofit in vault room.

Inspect sump pumps are in good condition in front of beer
walk-in box

ejector room in front of managers office inside
basement by water heater.

Check oil tank inside building basement for leaks and bugs.
Inspect cage area.

Clean and polish all wood floors: Jazz Main

Clean stainless steel tank in front of managers office. Confirm
pumps are working.

Check all walls and columns for painting. Mezzanine Main
floor Jazz room
 Vault room

Check all light fixtures outside lamps in floor of café front
door columns
 lights to flag above front door.

Check bathroom have in proper order seat cover holders
 toilet paper dispensers soap dispensers
 paper towel machine

Tighten **all** rest room toilet seat covers. Have dishwasher clean
with a toothbrush the

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brackets of all partitions in bathrooms.

_____ Check all water filters are clean and water pressure is good.
_____ above in linen storage area _____ at 4 ice machines
_____ main kitchen steamers
_____ main kitchen coffee station _____ lower level coffee station.
Replace filter if
necessary.

_____ Check screws, bolts and weather stripping on cafe doors and all
front doors and 3 front
windows. Fix all cafe doors not to slam shut. Adjust hinges and
stoppers.

_____ Check hose connection in trap door (ceiling) across from Jazz
Room bread station.

_____ Check upstairs balcony bathroom small exhaust fan is working.

_____ Change or vacuum clean AC filters: Clean screen and inside filter
area
_____ at oyster bar A/C unit _____ clean A/C unit over beer walk-
in box
_____ A/C unit over front door _____ butchers drop ceiling (see if
needs to be drained)

_____ Check and confirm mechanical room in alley way on platform area
is clean and
organized.

_____ Confirm freight elevator entrance area is clean.

_____ Clean inside elevator shaft, bleach and clean. Follow
instructions to open doors.

(See attached Doc.: U:ANGELA\BWG\ELEVATOR). Be careful.
Confirm sump pump is working. If any problems, alert
manager to call Arrow Elevator (718) 387-7500. (To be done
twice a week -- Mon-Thurs in addition to the daily Porters
work).

_____ Pull out all banquette seats, clean & reset glue traps & seal any
holes. Booths 1, 2, 3,

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50-57, 60-64, 65-67 -- clean seat and back corners and reseat correctly.

_____ Check and replace on non-skid tape on all stairs for F.O.H. and B.O.H. steps.

_____ back steps to main kitchen _____ steps to Jazz bar _____ steps up to Jazz service bar area.

_____ Check carpet for any stains and clean.

_____ Clean coils of all compressors: _____ in compressor room _____ above beer walk-in box

_____ stairs in platform area _____ A/C for vault room. Blow out all drain lines for any type of compressors.

_____ Clean both kitchen coils for _____ salad crisper _____ freezer
_____ runners refrigerator
_____ in Main kitchen _____ refrigerator next to steamers in Main kitchen.

_____ Check A/C Sprinkler system located in back alley to see if it needs to be drained.

_____ Check all faucets at all prep area sinks, all bathrooms (including employee bathroom),
dishwasher area, pot washers and plumbing area in good order.

_____ Check floor drain covers in kitchen (under coffee area, dishwasher line, prep area, ice room bakery).

_____ Clean and polish all wood floors: _____ Main Floor.

_____ Check on both floors all sinks have drain cover screens and are screwed down at
in dish room _____ at bar sinks _____ pantry area sink _____ pot sink
_____ dish area sink _____ all oyster bar sinks

_____ Test all "Bug and Fly Machines". Make sure they are in proper working order.

_____ Check all smoke detectors are in working order: _____ by locker area
_____ coat check room

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dry goods area sofit above lockers storage above prep kitchen.

Confirm all soda gun holder have its proper drain.

_____ Clean and empty grease traps: _____ inside compressor room,
_____ by building boiler room on top of oil tank with help form the
PM porters.

COMMENTS:

MANAGER _____ DATE _____

MAINTENANCE PERSON

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

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MAINTENANCE
(ALL ITEMS MUST BE CHECKED MY MANAGER)

WEEK 3

Vacuum blinds on 3 windows at staircase and blinds above arched café doors.

Clean and level all photos: Balcony Jazz room Vault

Dust soffits Jazz room ceiling

Clean and empty grease traps: inside refrigerator room by building boiler room
on top of oil tank.

Windex mirror above soffit in vault room.

Inspect sump pumps are in good condition in front of beer walk-in box
 in ejector in front of managers office inside basement by water heater.

Check oil tank inside building basement for leaks and bugs.
Inspect cage area.

Clean and polish all wood floors: Jazz Main

Check all walls and columns for painting. Mezzanine Main floor
 Jazz room
 Vault room

Check all light fixtures outside lamps in floor of café front door columns
 lights to flag above front door.

Check all electric dimmers have cover plates and marked for correct light levels.

Check bathroom have in proper order seat cover holders
 toilet paper dispensers soap dispensers
 paper towel machine

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_____ Tighten **all** rest room toilet seat covers. Have dish washer clean with a toothbrush the brackets of all partitions in bathrooms.

_____ Check all water filters are clean and water pressure is good.
_____ above in linen storage area _____ at 4 ice machines _____ main kitchen steamers
_____ main kitchen coffee station _____ lower level coffee station.
Replace filter if necessary.

_____ Check screws, bolts and weather stripping on cafe doors and all front doors and 3 front windows. Fix all cafe doors not to slam shut. Adjust hinges and stoppers.

_____ Empty, clean and bleach 3 metal pans: 1 over piano in Jazz Room, 1 over steps to Jazz Room Bar, 1 over Dishwasher room doorway. For each, open access door. (Leak from upstairs bar soda lines.)

_____ Check hose connection in trap door (ceiling) across from Jazz Room bread station.

_____ Check upstairs balcony bathroom small exhaust fan is working.

_____ Change or vacuum clean AC filters: Clean screen and inside filter area
in box _____ at oyster bar A/C unit _____ clean A/C unit over beer walk-
_____ A/C unit over front door _____ butchers drop ceiling (see if needs to be drained)

_____ Check and confirm mechanical room in alley way on platform area is clean and organized.

_____ Confirm freight elevator entrance area is clean.

_____ Clean inside elevator shaft, bleach and clean. Follow instructions to open doors.

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(See attached Doc.: U:ANGELA\BWG\ELEVATOR). Be careful.

Confirm sump

pump is working. If any problems, alert manager to call Arrow
Elevator (718) 387-7500. (To be done twice a week -- Mon-Thurs in
addition to the daily
Porters work).

_____ **VIP:** Vacuum ceiling panels in entire ceiling, especially over tables
65-67, 56-57, host
area and all A/C vents.

_____ Vacuum balcony ceiling in front of A/C only.

_____ Pull out all banquette seats, clean & reset glue traps & seal any
holes. Booths 1, 2, 3,
50-57, 60-64, 65-67 -- clean seat and back corners and reseat
correctly.

_____ Check and replace on non-skid tape on all stairs for F.O.H. and
B.O.H. steps.

_____ back steps to main kitchen _____ steps to Jazz bar _____ steps up
to Jazz service bar
area.

_____ Check carpet for any stains and clean.

_____ Clean and dust stereo units in all areas. (Use can of compressed
air). Spray all NCR

_____ computers _____ Jazz room _____ Main host stand
_____ Bank vault
_____ Main stereo unit off coat check room.

_____ Oil, water pump for water heaters in basement.
Downstairs

_____ Check all exit lights and emergency lights are working (8 total)
Upstairs:

_____ door to back alley
_____ door to main entrance
_____ between tables #22 and #23 over café doors
_____ at base of stairs outside coat check area
_____ over entrance to Jazz room
_____ over exit to Jazz kitchen by bread station

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outside dish room (hallway)
 base of back stairs to upstairs kitchen

Change oil in power sprayer. Use 30 weight non-detergent oil.

(in basement) Blow out: all bar sinks steam tables slop sink
 service ice bin in both bars all 4 A/C unit drain lines:
 oyster bar above beer walk-in 2
above fish walk-in)
 both kitchen floors blow out walk-in compressor drain
 cappuccino drain main and balcony bathroom sinks
 pantry sink drain inside of line refrigerators

Check hinges on all doors at host stand and at all waiter service areas.

Look at oyster bar glass. Replace sections as needed.

Confirm all soda gun holder have its proper drain.

Paint large outdoor garbage area gate doors with black gloss paint.

Clean and empty grease traps: inside compressor room,
 by building boiler room on top of oil tank with help form the PM porters.

Check NuCo2 alarms are 100%. Press and hold test button. You will hear and see the alarm light go on.

Check with maintenance man all electric clock timers are all on correct times.
Follow Master Doc.
 exhaust main kitchen
 makeup main kitchen
(Located by staircase inside black cage on main floor).
 exhaust prep kitchen
 makeup air prep kitchen
(Located on the south wall above traulsen refrigerator in prep kitchen).
 each refrigerator compressor in the ejector room has its own timer.

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_____ Check belts and grease bearings on exhaust and make up air.
_____ prep kitchen and _____ main kitchen.

_____ Check you have backup fuses for main service and plastic fuse puller inside main panel.

_____ Make sure you have a backup hose for dishwasher table.

_____ manager to Confirm you have back up A/C filters. If you need more ask
Order them from LIC.

_____ manager to Confirm you have back up water filters. If you need more ask
Order them from LIC.

_____ Confirm you have backup of all types of light bulbs.

_____ Confirm you have the back up motor for the kitchen exhaust.

_____ Check you have backup belts _____ exhaust _____ makeup air.

_____ Check bathrooms exhaust fans are working.

_____ Check all gaskets on all refrigerators and freezers (B.O.H.).

_____ Check all refrigerator door gaskets in kitchen and all walk-in box doors.

_____ Confirm dish machine exhaust is working properly.

COMMENTS:

MANAGER _____

DATE _____

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MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

MAINTENANCE
(ALL ITEMS MUST BE CHECKED MY MANAGER)

WEEK 4

_____ Clean and level all photos: _____ Balcony _____ Vault Room

_____ Confirm all mirrors are level in Jazz Room.

_____ Remove carefully glass light shelf behind all banquets. Replace bulbs, dust and
clean. Replace glass carefully. _____ balcony Mezzanine _____ under
stairs

_____ Windex mirror above sofit in vault room.

_____ Inspect sump pumps are in good condition _____ in front of beer
walk-in box
_____ ejector room _____ in front of managers office _____ inside
basement by water heater.

_____ Check oil tank inside building basement for leaks and bugs.
Inspect cage area.

_____ Clean and polish all wood floors: _____ Jazz room.

_____ Clean stainless steel tank in front of managers office. Confirm
pumps are working.

_____ Check all walls and columns for painting. _____ Mezzanine _____ Main
floor _____ Jazz room
_____ Vault room

_____ Check all light fixtures outside _____ lamps in floor of café _____ front
door columns
_____ lights to flag above front door.

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_____ Check bathroom have in proper order seat cover holders
 toilet paper dispensers soap dispensers
 paper towel machine

_____ Tighten **all** rest room toilet seat covers. Have dishwasher clean with a toothbrush the brackets of all partitions in bathrooms.

_____ Check all water filters are clean and water pressure is good.
 above in linen storage area at 4 ice machines
 main kitchen steamers
 main kitchen coffee station lower level coffee station.
Replace filter if necessary.

_____ Check screws, bolts and weather stripping on cafe doors and all front doors and 3 front windows. Fix all cafe doors not to slam shut. Adjust hinges and stoppers.

_____ Check hose connection in trap door (ceiling) across from Jazz Room bread station.

_____ Check upstairs balcony bathroom small exhaust fan is working.

_____ Change or vacuum clean AC filters: Clean screen and inside filter area
 at oyster bar A/C unit clean A/C unit over beer walk-in box
 A/C unit over front door butchers drop ceiling (see if needs to be drained)

_____ Check and confirm mechanical room in alley way on platform area is clean and organized.

_____ Confirm freight elevator entrance area is clean.

_____ Clean inside elevator shaft, bleach and clean. **Follow instructions to open doors.**
(See attached Doc.: U:ANGELA\BWG\ELEVATOR). Be careful.
Confirm sump pump is working. If any problems, alert manager to call Arrow Elevator

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(718) 387-7500. (To be done twice a week -- Mon-Thurs in addition to the daily Porters work).

_____ Pull out all banquette seats, clean & reset glue traps & seal any holes. Booths 1, 2, 3, 50-57, 60-64, 65-67 -- clean seat and back corners and reseat correctly.

_____ Check and replace on non-skid tape on all stairs for F.O.H. and B.O.H. steps.

_____ back steps to main kitchen _____ steps to Jazz bar _____ steps up to Jazz service bar area.

_____ Check carpet for any stains and clean.

_____ Check all strainers are in place on all floor and sink drains.

_____ Check bus station stands: _____ rubber feet _____ cloth band not frayed.

_____ Check bottoms of all chairs and bar stools to be sure all plastic pegs are in place.

Reset nails.

_____ Check pole and top of stairs holding up balcony is clean or if it needs to be repainted.

_____ Check molding and doors of linen cabinet under stairs to see if it needs painting.

_____ Wipe down all speaker wires on balcony. Remove all dust.

_____ Confirm all soda gun holder have its proper drain.

_____ Spray for bugs around _____ all motor and compressors _____ cappuccino machine (and water pumps) _____ compressors on all refrigerators that have self-contained compressors

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_____ glass freezers at bar area _____ dish machine, remove cover and spray around motors.

_____ Windex all windows.

_____ CAREFUL. Clean all wall sconces and chandeliers. DO NOT SPIN. BE VERY CAREFUL.

_____ Confirm backup of all types of light bulbs.

_____ Confirm all CO² and Nitrogen tanks are chained up.

_____ Reverse Jazz Room curtains (e.g. Curtain B). The following month change to new curtain (e.g. Curtain A). Dry clean old curtain (Curtain B).

_____ Have office give information, for example cost.
Advise office of any problems that may arise.

_____ Clean and empty grease traps: _____ inside compressor room,
_____ by building boiler room on top of oil tank with help from the PM porters.

_____ Coordinate and schedule with the Maintenance Dept. or Dishwasher (BF only) to clean and sanitize ice bins for ice machines. Manager and chef must inspect and confirm they are clean before the unit is refilled with ice.

COMMENTS:

MANAGER _____ DATE _____

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

PORTER

WEEK 1

Clean and dust walls in Jazz Room basement dining room area and bar and use

large ladder so you can reach the top. Take a clean regular size broom and wrap a

damp (clean) apron or tablecloth around it. Lightly brush off the top of walls. Each area

should take no more than 20 minutes to complete. Each night you are required to do

one area. They are as follows:

MONDAY:

Clean and polish wood walls in hallway to bathroom around pay phones and doors to Jazz Room.

Clean and polish wood walls at North wall to service area wall.

entrance, door

Marble wall, column, window frames, front door frames, A/C unit on top of door and top and stand.

sides of ducts by host

TUESDAY: Clean marble steps and walls from bathroom to

first floor.

Clean & polish wood walls at North & South

areas to bar.

service bus station

Clean and polish wood paneling -- all areas:

- Balcony - west walls, bathroom areas,
- Main floor - west wall at oyster bar, kitchen entrance, paneling behind table 56.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

WEDNESDAY:

to 67. Go up to

shades inside and out.

and out all window

cloth.

damp cloth.

around bar and back bar.

South and Southwest walls between tables 25

balcony and clean all windows and window

South wall between tables 1 to 2. Clean inside

shades.

Wipe down all columns with a lightly damp

cloth.

Wipe down wall at stair area with a lightly

Clean and polish wood walls and marble

South and Southwest walls between tables 25
to 67. Go up to balcony and clean all windows
and window shades inside and out.

Clean blinds on balcony.

Dust and check lights behind stage.

South wall between tables 1 to 2. Clean inside
and out all window blinds.

Clean blinds on balcony.

THURSDAY:

bathroom and doors to

Clean and polish wood walls in hallway to

Jazz Room.

Use citrus oil on this downstairs paneling –
All wood paneling around entire restaurant.

- Balcony - west walls, bathroom areas,
service bus station
- Main floor - west wall at oyster bar, kitchen
entrance, paneling behind table 56.

Polish brass supports for sneeze guard and

light fixtures

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

on Oyster Bar.

Polish all brass corner angles.

FRIDAY:
platform from host

Clean and polish paneling along entire
stand to oyster bar and front of bar.

Dust all 12 wall lamp
Room.

Dust. Be careful. Be sure hands are clean.
shades and 3 booth lamp shades in Jazz

Windex bus station across for table 202.

Windex Jazz Room host stand.

Have PM Porter clean with mild detergent and scrub with a brush
the 5 awnings on

16th Street and the 2 awnings on Broadway. Then rinse them out
with the water hose. Be careful with the doors. Don't use too much
water. It can get in the restaurant and damage the floors.

basement

Clean grease traps. Clean inside large tank with ejector pumps in
compressor room with maintenance man.

Manually scrub all base board in man room and ladies room.

Polish and clean base board of all 3 hutches in main floor and one
in jazz room.

COMMENTS:

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

PORTER

WEEK 2

Clean and dust walls in Jazz Room basement dining room area and bar and use

large ladder so you can reach the top. Take a clean regular size broom and wrap a

damp (clean) apron or tablecloth around it. Lightly brush off the top of walls. Each area

should take no more than 20 minutes to complete. Each night you are required to do

one area. They are as follows:

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service area wall.

entrance, door

Marble wall, column, window frames, front door frames, A/C unit on top of door and top and stand.

sides of ducts by host

TUESDAY: Clean marble steps and walls from bathroom to

first floor.

Clean & polish wood walls at North & South

areas to bar.

service bus station

Clean and polish wood paneling -- all areas:

- Balcony - west walls, bathroom areas,

- Main floor - west wall at oyster bar, kitchen entrance, paneling behind table 56.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

WEDNESDAY:

to 67. Go up to

shades inside and out.

and out all window

cloth.

damp cloth.

around bar and back bar.

South and Southwest walls between tables 25

balcony and clean all windows and window

South wall between tables 1 to 2. Clean inside
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and window shades inside and out.

Clean blinds on balcony.

Dust and check lights behind stage.

South wall between tables 1 to 2. Clean inside
and out all window blinds.

Clean blinds on balcony.

THURSDAY:
bathroom and doors to

Clean and polish wood walls in hallway to

Jazz Room.

Use citrus oil on this downstairs paneling –
All wood paneling around entire restaurant.

- Balcony - west walls, bathroom areas,
service bus station
- Main floor - west wall at oyster bar, kitchen
entrance, paneling behind table 56.

light fixtures

Polish brass supports for sneeze guard and

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

on Oyster Bar.

Polish all brass corner angles.

FRIDAY:
platform from host
Clean and polish paneling along entire
stand to oyster bar and front of bar.

Dust all 12 wall lamp
shades and 3 booth lamp shades in Jazz
Room.

Windex bus station across for table 202.

Windex Jazz Room host stand.

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the 5 awnings on

16th Street and the 2 awnings on Broadway. Then rinse them out
with the water hose. Be careful with the doors. Don't use too much
water. It can get in the restaurant and damage the floors.

basement Clean grease traps. Clean inside large tank with ejector pumps in
compressor room with maintenance man.

Manually scrub all base board in man room and ladies room.

in jazz room. Polish and clean base board of all 3 hutches in main floor and one

COMMENTS:

MANAGER _____ DATE _____

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 718-706-9827 BY SUNDAY W/E

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

PORTER

WEEK 3

Clean and dust walls in Jazz Room basement dining room area and bar and use

large ladder so you can reach the top. Take a clean regular size broom and wrap a

damp (clean) apron or tablecloth around it. Lightly brush off the top of walls. Each area

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service area wall.

entrance, door

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sides of ducts by host

first floor.

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service bus station

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- Main floor - west wall at oyster bar, kitchen entrance, paneling behind table 56.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

WEDNESDAY:

to 67. Go up to

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around bar and back bar.

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balcony and clean all windows and window

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Clean blinds on balcony.

Dust and check lights behind stage.

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and out all window blinds.

Clean blinds on balcony.

THURSDAY:
bathroom and doors to

Clean and polish wood walls in hallway to
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Use citrus oil on this downstairs paneling –
All wood paneling around entire restaurant.

- Balcony - west walls, bathroom areas,
service bus station
- Main floor - west wall at oyster bar, kitchen
entrance, paneling behind table 56.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

light fixtures
Polish brass supports for sneeze guard and
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Polish all brass corner angles.

FRIDAY:
platform from host
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Polish and clean base board of all 3 hutches in main floor and one
in jazz room.

COMMENTS:

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

PORTER

WEEK 4

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large ladder so you can reach the top. Take a clean regular size broom and wrap a

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TUESDAY: Clean marble steps and walls from bathroom to first floor.

areas to bar.

service bus station

Clean and polish wood paneling -- all areas:

- Balcony - west walls, bathroom areas,
- Main floor - west wall at oyster bar, kitchen entrance, paneling behind table 56.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

WEDNESDAY:

to 67. Go up to

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damp cloth.

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bathroom and doors to

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All wood paneling around entire restaurant.

- Balcony - west walls, bathroom areas,
service bus station
- Main floor - west wall at oyster bar, kitchen
entrance, paneling behind table 56.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

light fixtures
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Polish and clean base board of all 3 hutches in main floor and one
in jazz room.

COMMENTS:

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 212-679-0996 BY SUNDAY W/E.

FIRE INSPECTION DOCUMENT

This report must be completed and fax it to the Maintenance department office the first week of each month.

Note: Manager with the help of the maintenance man completed the inspection sheet.

Date of inspection on the line.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

_____ Fire extinguisher check off list. Confirm with maintenance all fire extinguishers
are in correct order and back of tag signed (follow check of sheet).

_____ Inspection suppression systems (Ansul system) "TAG" is up to date.

_____ Confirm Ansul pipes are in position and have caps.

_____ Confirm the Deep fry has a divider panel at least 16" high.

_____ Confirm we have at list one extinguisher class K in each kitchen.

_____ Confirm instructions how to operated Ansul system are posted in kitchens.

_____ Confirm duct diagram is posted next to Ansul system. FIRE DEPT.
(MO)
 1st floor
 3rd floor
 Banquets
 Green room

_____ Confirm Certificate of inspection for your Ansul system is on file could be Sentinel or Ideal.

_____ Exhaust hood sticker is updated and posted to each hood (cleaning service tag)

_____ Inspect hood filters confirm that there is not one missing.

_____ Inspection and test of emergency lights and exit lights.

_____ Confirm all exit doors are clear (adequate egress)

_____ Confirm you have a copy of PA plans on file.

_____ Confirm you have in file and updated inspection log of sprinkler, standpipe and fire alarm if apply.

_____ Inspection and test of smoke detector in storage area if apply.

Nuco2

_____ Confirm tank is chain to the wall.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

- Certificate of fitness for the driver is posted at the tank
- Affidavit of installation (must have a copy in manager's office)
- Log sheet posted on the tank, date for service, pressure test and driver number.
- 5 yr pressure test on file in office.
- Signs posted (Warning CO2, Caution Carbon Dioxide sticker and Certificate of approval sticker on tank)

Air Conditioning confirms.

Permits and specifications for each unit.

OTHERS

Open flame permits on file and update.

Flame retarded permits for curtain, ceiling fabrics and furniture covers on file and update.

Neon permits on file and update "if apply".

Comments and notes:

Fax this report to 212- 679-0996.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST
DISH MACHINE INSPECTION DOC.

RESTAURANT _____ DATE. _____

VIP- HAND INSPECTION DOCUMENT TO SANOLITE TECH

MANAGER: FOLLOW UP ANY PROBLEM AND CONFIRMED IT GET RESOLVED, WRITE NOTE OR COMMENTS BEFORE YOU FAX IT.

MINIMUM TEMPERATURES BY THE BOH.

WASHE TEMPERATURE 160°. RINSE TEMPERATURE 180°.

WASH _____. RINSE. _____.

PROBLEMS _____.

CHEMICAL DISPENSER OPERATING PROPERLY

YES _____. NOT _____. PROBLEM _____.

WASH AND RINSE ARMS INSPECTION.

WASH _____. RINSE _____. PROBLEM _____.

WASH ASSEMBLY. _____.

RINSE PRESSURE _____.

CHECK GAGE CONDITIONS.

INCOMING WATER _____.

RINSE _____.

MOTORS CONDITIONS AND SEALS.

WASH MOTOR _____. SEAL. _____.

RINSE MOTOR _____. SEAL. _____.

CONVEYORS DRIVE _____.

RINSE DRAIN CLEAR. _____.

CURTAINS CONDITION BETWEEN TANKS. _____.

DO YOU SEE ANY LEAK _____. ? WHERE. _____.

TEST LEVELS OF P.H. IN THE MACHINE. _____.

CHEMICAL EXPLICATION CHARD POSTED _____.

OTHER CHEMICAL DISPENSERS.

DISPENSER POT SINK WASHES. _____.

DISPENSER FOR PRESOAKING SILVERWARE. _____.

CHEMICAL FOR GREASE TRAPS. _____.

MACHINE NEED TO BE DESCALING YES _____. NO _____.

COMMENTS AND ACTIONS TAKE IT.

FAX TO GERARDO G. (212) 679-0996

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
AUGUST

TECH NAME _____ MANAGERS _____

FIRE EXTINGUISHER CHECK OFF LIST

DATE: _____

RESTAURANT: _____

After this report has been filled out, please fax to LIC operations at 718-706-9827.

LIC Operations will follow any issue or schedule with the fire preventive company.

Check all fire extinguishers have proper fire inspection tags on them and are not expired. Initial and date the back of the tag under "Monthly Inspection Record". Follow "Fire Extinguisher Check Off List" to confirm extinguisher are in assigned places. When sending fire extinguishers out for service, you must put the stores name on the bottom in black magic marker.

Area	Qty.	ID#	Location	Type	Missing Tag	Everything O.K.	Need refill
Dining Room	3	1	Service Bar	(A) Water			
		2	Hosstess	(A) Water			
		3	Raw Bar	(A) Water			
Main Kitchen	3	4	Entrance	BC			
		5	Exit Door	BC			
		6	Exit Door	Class (K)			
Prep Kitchen	3	7	Entrance	BC			
		8	Entrance	Class (K)			
		9	East Wall	BC			
Dry Goods Storage	1	10	Metro Shelve	ABC			
Locker Area	2	11	Entrance	ABC			
		12	Back	ABC			
Coat Check	1	13	Entrance	ABC			
Manager Office	1	14	Entrance	ABC			
Vault Room	1	15	Entrance	(A) Water			
Mezzanine	1	16	Waitress Station	(A) Water			

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST

Jazz Room	3	17	Brad Station	(A) Water				
		18	Waiter Lotch	(A) Water				
		19	Closet	(A) Water				
Dishroom	1	20	Entrance	ABC				
Boiler Room	1	21	Next to heaters	ABC				

REFRIGERATION COILS CLEANING PROCEDURES

Coils must be clean and maintained in proper order monthly. This will assure the proper functionality of the refrigeration equipment, reducing costly repairs and also reduce energy consume.

Maintenances man needs to have the following items. Plastic brush, coil cleaner, spray bottle.

INSTRUCTIONS:

1. In the spray bottle mix water and 4 oz. of coil cleaner.
2. Turn OFF the compressor.
3. Once the compressor is OFF spray the formula on the coil and let it work for at list 5 minutes, repeat spraying, once the grease is loose clean the front of the coil from the top to the bottom with the plastic brush. Repeat this operation until the coil is totally clean.
4. When you finish make sure to turn ON the compressor.

NOTE: Each compressor takes about 15 to 20 minutes to clean.

All compressors need to be clean, including the refrigeration units that do not have cooling coil. (Water cooling units, self contain or remote compressors).

VIP Report any problem with compressor to managers. Be specific.

Refrigeration unit	Num#	Unit description	System type	Compressors location

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

AUGUST
