

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**  
**MAINTENANCE DOCUMENT**

1/22/03

**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 1<sup>st</sup> 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:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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

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**WEEK 2**

**2<sup>nd</sup> 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  
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:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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**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.
- \_\_\_\_\_ 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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COMMENTS:

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- \_\_\_\_\_ **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 banquets 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.
- \_\_\_\_\_ 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).

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- \_\_\_\_\_ 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.

**COMMENTS:**

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**JULY**

**MAINTENANCE**  
***(ALL ITEMS MUST BE CHECKED BY 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 sofits \_\_\_\_\_ Jazz room ceiling
- \_\_\_\_\_ room Clean and empty grease traps: \_\_\_\_\_ inside refrigerator room      \_\_\_\_\_ by building boiler on top of oil tank.
- \_\_\_\_\_ Windex mirror above sofit 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
- \_\_\_\_\_ room Check all walls and columns for painting. \_\_\_\_\_ Mezzanine      \_\_\_\_\_ Main floor      \_\_\_\_\_ Jazz  
\_\_\_\_\_ 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 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

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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  
\_\_\_\_ 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).

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.

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- \_\_\_\_\_ 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
- \_\_\_\_\_ 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:**

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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

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**JULY**

**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 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.

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- \_\_\_\_\_ 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, 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  
\_\_\_\_\_ at bar sinks                    \_\_\_\_\_ pantry area sink                    \_\_\_\_\_ pot sink in dish room  
\_\_\_\_\_ dish area sink                    \_\_\_\_\_ all oyster bar sinks

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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  
\_\_\_\_ 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 from 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
- \_\_\_\_\_ room Clean and empty grease traps:  inside refrigerator room  by building boiler 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
- \_\_\_\_\_ room Check all walls and columns for painting.  Mezzanine  Main floor  Jazz  
 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
- \_\_\_\_\_ 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.

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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  
\_\_\_\_ 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).

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.

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

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

Blow out:  all bar sinks  steam tables  slop sink (in basement)

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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**JULY**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Confirm you have back up A/C filters. If you need more ask manager to Order them from LIC.
- \_\_\_\_\_ Confirm you have back up water filters. If you need more ask manager to 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:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

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.
- \_\_\_\_\_ 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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

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, 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.

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

- \_\_\_\_ Spray for bugs around \_\_\_\_ all motor and compressors \_\_\_\_ cappuccino machine (and water pumps) \_\_\_\_ compressors on all refrigerators that have self-contained compressors
- \_\_\_\_ glass freezers at bar area \_\_\_\_ dish machine, remove cover and spray around motors.
- \_\_\_\_ Windex all windows.
- \_\_\_\_ Clean all wall sconces and chandeliers. DO NOT SPIN. BE VERY CAREFUL.
- \_\_\_\_ Confirm backup of all types of light bulbs.
- \_\_\_\_ Confirm all CO<sup>2</sup> 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:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

**PORTER**

**WEEK 1**

area

**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

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.

Marble wall, column, window frames, front door entrance, door frames, A/C unit on top of door and top and sides of ducts by host stand.

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

Clean & polish wood walls at North & South areas to bar.

Clean and polish wood paneling -- all areas:

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

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

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

Wipe down all columns with a lightly damp cloth.

Wipe down wall at stair area with a lightly damp cloth.

Clean and polish wood walls and marble around bar and back bar.

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

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:** Clean and polish wood walls in hallway to bathroom and doors 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 on Oyster Bar.

Polish all brass corner angles.

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

Dust. Be careful. Be sure hands are clean. 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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Have PM Porter clean with mild detergent and scrub with a brush the 5 awnings on 16<sup>th</sup> 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.

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

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

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

U:\Maintenance\bwg\BWG-July.doc

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

COMMENTS:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

**PORTER**

**WEEK 2**

area

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**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 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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- Marble wall, column, window frames, front door entrance, door frames, A/C unit on top of door and top and sides of ducts by host stand.
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- South wall between tables 1 to 2. Clean inside and out all window shades.
- Wipe down all columns with a lightly damp cloth.
- Wipe down wall at stair area with a lightly damp cloth.
- Clean and polish wood walls and marble around bar and back bar.
- South and Southwest walls between tables 25 to 67. Go up to balcony and clean all windows and window shades inside and out.

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

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:** Clean and polish wood walls in hallway to bathroom and doors to Jazz Room.

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

- Balcony - west walls, bathroom areas, service bus station
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Polish brass supports for sneeze guard and light fixtures on Oyster Bar.

Polish all brass corner angles.

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Dust. Be careful. Be sure hands are clean. 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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Have PM Porter clean with mild detergent and scrub with a brush the 5 awnings on 16<sup>th</sup> 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.

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

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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.

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

COMMENTS:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

**PORTER**

**WEEK 3**

area

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- Clean and polish wood walls and marble around bar and back bar.

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

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:** Clean and polish wood walls in hallway to bathroom and doors to Jazz Room.

Use citrus oil on this downstairs paneling –  
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Windex bus station across for table 202.

Windex Jazz Room host stand.

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**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

- \_\_\_\_\_ 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:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**

**PORTER**

**WEEK 4**

area

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**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

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Dust and check lights behind stage.

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**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**

- \_\_\_\_\_ 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:

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MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE PERSON \_\_\_\_\_

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

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**JULY**  
**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.**

\_\_\_\_\_ Fire extinguisher check off list. Confirm with maintenance all fire extinguishers are in correct order and back of tag signed (follow check off 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 least one extinguisher class K in each kitchen.

\_\_\_\_\_ Confirm instructions how to operate Ansul system are posted in kitchens.

\_\_\_\_\_ Confirm duct diagram is posted next to Ansul system. FIRE DEPT. (MO)

- 1<sup>st</sup> floor
- 3<sup>rd</sup> 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.

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

Nuco2

- \_\_\_\_\_ Confirm tank is chain to the wall.
  - \_\_\_\_\_ 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**  
**JULY**  
**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

TECH NAME \_\_\_\_\_. MANAGERS \_\_\_\_\_

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

**JULY**  
**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	Unit Missing
Dining Room	3	1	Service Bar	(A) Water				
		2	Hostess	(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				
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**

**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**

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.