



Annapurna Checklist

Date : _____

Name on Duty: _____

Annapurna Duties

All the Set ups should be done before 2 hours

Check

	All the Set ups should be done before 2 hours	Check
1	Set up of Tables and Chairs	
2	Cleaning of the floor - Mop and Vacuum	
3	Clean Slow Cookers	
4	Clean Table Tops and Shelves	
5	Check Cleaning Supplies and Paper Towel	
6	Check Paper Products: (Plates, Spoons, Hot and cold cups, Bowls, Napkins)	
7	Turn on AC 2 hours before and shut off immediately after the dining is finished	
8	Check Coffee Supplies (Coffee, Creamer, tea bags, stirrers, sugar and cups)	
9	Check Cooking Range, Coffee Machine, AC are turned off after use	
10	Trash Removal-All the trash should be removed after cleaning	
11	Use take out boxes for the left overs - No food should be left behind	
12	Check Water dispenser bottles / Glasses	
13	Turn off the lights	
14	Place the vacuum at the charging station	
15	Lock the Door	

Comments/Notes:

Checked By: