

<b>Date</b>							
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
	<b>Initial/Time</b>	<b>Initial/time</b>	<b>Initial/time</b>	<b>Initial/time</b>	<b>Initial/time</b>	<b>Initial/time</b>	<b>Initial/time</b>
<b>LOBBY/HALLWAYS</b>							
Neat/Organized							
Swept & Mopped – No Scuff Marks							
Signs Up & Current							
Baseboards Clean							
Benches and Bench Legs Clean (Chairs)							
Walls Clean							
Cleaning Stations – Neat/Organized							

<b>FRONT COUNTER</b>							
Swept & Mopped – No Scuff Marks							
Lotion Display – Clean, Full & Creative							
Under Counters Clean & Organized							
Uniforms on ALL Employees							
Cash Drawers Counted AM/PM Initial only							

<b>ROOMS</b>							
Bed Bench Fans Clean							
Bed Head Fan Clean							
Bed Filters Clean							
Rooms Uniform							
Walls Clean – All Four; Top to Bottom							
Behind Beds Clean							
Baseboards Clean							
Door Clean – Both Sides							
Swept & Mopped – No Scuff Marks							
Rugs Vacuumed & Flush w/Bed Front							
Garbage Clean							
Area Around Hydraulics Clean							
Metal/Plastic Clean – No Fingerprints or Lotion							

Acrylic Clean							
Top Hood Clean							
Working Lock							
Pillow on Middle of Bed w/Sanitized Sign On It							
All A/C & Ceiling Vents Clean							
Shelf Clean & Secure							
Signs Current/Sign Holders Clean							
Radio Knobs Clean							
Control Sticker Clean & Attached Properly							

<b>Stand up</b>							
Walls Clean							
Floor Clean							
Garbage Clean							
Grates Properly Hung & Clean							
Bulbs Clean							
Ledge Above Bulbs Dusted							
Fan Blade & Cover Clean							
Hinges Clean							
Inside Ceiling Clean							
Top of Booth Clean							
Handle Clean & Tight							
Reflectors Clean & Tight							
Dressing Room Light Working							
Outside of Booth Clean – No Fingerprints							
Vents Outside of Booth Clean							
Swept In Between							

<b>SUNLESS SPRAY BOOTH FOR SUNLESS TECHS ONLY</b>							
Room Uniform							
Room Walls Clean							
Inside Walls Clean							

Outside of Booth Clean Including Black Lip By Floor							
Behind Booth Clean							
Door Clean – Both Sides							
Floor Swept & Mopped – No Scuff Marks							
Clean Mirror							
Door Handle, Buttons & Nozzles Clean							
Garbage Clean							
Outside Top of Booth Clean							
Inside Ceiling of Booth Clean							
Filters Clean							
Hose Wound Up							
Solution & Cleaning Barrel Full							
Room Ceiling Clean/AC Vent Clean							

<b>RESTROOMS</b>							
Swept & Mopped – No Scuff Marks							
Walls Clean							
All Lighting Working							
Light Fixtures Clean							
Ceiling Vents/AC Vent Clean							
Paper Products Full							
Dispensers Clean							
Toilet Clean – Top, Base, & Rim							
Sink Clean							
Baseboards Clean							

<b>MISC</b>							
Main A/C Vents cleaned and filters checked 1x per week							
Standalone A/C filters cleaned M,W,F							
Refridgerator Cleaned out							

<b>BACKROOM</b>							
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Neat/Organized							
Floor Swept & Mopped – No Scuff Marks							
Washer & Dryer Clean							
Lint Trap Cleaned							
Garbage Taken Out							