

GREEN TEAM CHECKLIST

DAILY

FRONT END/OFFICE

- Turn off office lights when unoccupied
- Close front doors.
- Turn off checkstand lights and motors when not in use.
- Verify that all power strips are being properly utilized.
- Verify supply of recycled paper for in store memos.
- Turn off Bank lights.
- Turn off copy machine.
- Turn off computers and printers.
- Turn off half of overhead lights at closing.

BACKROOM

- Check all toilets for leaks.
- Turn off loading dock ights.
- Close all sales floor-to-backroom doors.
- Close receiving doors.
- Close compressor room doors.
- Close walk-in freezer and cooler doors.
- Verify proper fly fan operation.
- Close roof hatch.
- Turn off battery chargers.
- Turn off unnecessary backroom lighting.
- Turn off janitor room lighting.
- Turn off janitor room faucets.

SERVICE DEPARTMENTS

- Turn off hood when not in use.
- Turn down unused fryers.
- Turn off unneeded fryers and rotisserie.
- Shut off all walk-in box lights when not needed.
- Turn off unneeded proofer.
- Check for case leaks while sweeping.
- Verify that strip curtains are not propped open.
- Check all faucets and sinks for leaks.
- Check all case temperatures on a regular, defined schedule.
- Check load limits on all cold cases and freezers.
- Replace easily accessible burned out lamps.
- Verify that the proper cleaning supplies are readily available.

SERVICE DEPARTMENTS (AT CLOSING)

- Close night curtains.

- Turn off track and accent lights.
- Turn off all department lights.
- Turn off hot case and remote islands.
- Turn off donut case lighting.
- Turn off heat wrap station.
- Turn off oven.
- Turn off all case lights.
- Turn off bread slicer & photo cake machine.

MONTHLY

- Verify that the parking lot and exterior lighting on/off schedules match the season.
- Verify that all interior and exterior motion sensors are working properly.
- Calibrate all thermostats and set to proper temperatures.
- Vacuum all freestanding and self-contained freezer and refrigeration coils including break room and floral.
- Flush and clean ice freezer.
- Check for damage to doors, panel connections and seals on all walk-in cooler and freezer boxes.
- Clean and unblock all registers and grills.
- Clean grease filters.
- Clean stove burners.
- Inspect door sweeps on exterior doors.

ANNUALLY

- Clean honeycombs, drains and drain pans.
- Clean all case light reflectors.
- Inspect A/C duct for leaks especially on the mezzanine.
- Install fresh batteries in all battery-operated thermostats.
- Check all doors and windows for air leaks and damaged weather stripping.
- Remove all leaves and debris from around roof drains and gutters.
- Review your local utility and state rebate programs.
- Turn off heater pilot lights and timers in summer.
- Recalibrate broilers and ovens.
- Replace yellow or hazy lenses, diffusers and globes.
- Perform “dollar bill” test on all frozen food doors.