



Standard Operating Procedures

1. Daily Cleaning Check List
2. Cleaning Products Order Sheet
3. Cleaning Auditorium between films
4. Control Room
5. Box Office
6. Café/Bar
7. Front Of House/River Room/Café Terrace
8. Public Toilets
9. Volunteer Storage Tables
10. Office





ONLINE BOOKING



CONTACTLESS PAYMENT



DISTANCED SEATING



SANITISING STATIONS



ADDITIONAL CLEANING

Daily Cleaning Check List – Following a Screening

Date:

Cleaning tasks as identified by Standard Operating Procedures

| Area to be cleaned | After 10:30 Film <i>Completed by</i> | After 13:30 Film <i>Completed by</i> | After 19:30 Film <i>Completed by</i> |
|---|---|---|---|
| Auditorium | | | |
| Public Toilets | | | |
| FOH – Foyer, Gallery area, River Room | | | |
| Box Office | | | |
| Control Room | | | |
| Café | | | |





Cleaning Products Order Sheet

AVICA UK LTD

Email: sales@avica-uk.com

Web: www.avice-uk.com

Account Number: 397474

- BK040 Jangro Bulk Fill Plastic Soap Disp – 1L EACH £7.77
- BK140-5 Jangro Alcohol Gel Hand Rub – 5 Litres EACH £40.75
- BK140-50 Jangro Alcohol Gel Hand Rub – 6x500ml CASE £45.80
- BA053-75 Jangro Virucidal Cleaner 6x 750ml CASE £16.76
- BM051-1 Prochem Microsan Sanitiser – 1 Litre EACH £5.12
- BK170-50 Jangro Premium Antibac Soap 6 x 500ml CASE £16.80
- BK101-5 Jangro Pearlised Pink Hand Soap – 5 Litres Each £4.71
- BC015-5 Jangro Thick Bleach – 5 Litres EACH £3.18
- BC804-5 CONTRACT Toilet Cleaner – 5 Litre CASE £3.73
- BA050-5 Jangro Cleaner Disinfectant 5 Litre EACH £8.77
- CG005-R Jangro Red Large All Purpose Cloths – 50 PACK £2.31
- CG005-G Jangro Green Large All Purpose Cloths – 50 PACK £2.91
- CG005-B Jangro Blue Large All Purpose Cloths – 50 PACK £2.91
- CG005-Y Jangro Yellow Large All Purpose Cloths – 50 PACK £2.91
- HA015-R Exel PY Socket Mop Head 250g Red – EACH £1.14
- HA016-G Exel PY Socket Mop Head 300g Green – EACH £1.36
- DG154-M JG Medium Latex Powder Free Gloves Box 100 EACH £4.83
- DG155-L JG Large Latex Disposable Gloves Box 100 BOX £4.71
- AF117 Jangro 3 Ply Blue Centrefeed 144m – Case of 6 CASE £20.96





Cleaning Auditorium between films

Equipment

- Hoover
- Bin Bags
- Dust pan and brush
- Blue Roll

PPE

- Disposable Gloves
- Face Mask
- Goggles

Chemicals

1. Jangro Virucidal Cleaner
2. Prochem Microsan Sanitizer

Tasks

1. Remove and bin all debris – food packaging, cups, etc.
2. Collect liquids in a cup and discard in café/bar sink
3. Hoover all carpets where required
4. Santise all seat handles using Virucidal Cleaner and disposable blue roll
 - a. Spray cleaner onto blue roll and wipe surface over.
5. Sanitise all seats with Prochem Microsan Sanitizer
 - a. Wear goggles and gloves
 - b. Lightly spray the seat pad and seat back with Prochem Microsan and gently rub over with a green cloth
 - c. Leave for 15 minutes
 - d. Wipe over seats to remove any residue with a green cloth
 - e. Dispose of cloth.
6. Sanitise all hand rails with Virucidal Cleaner and blue roll
7. Sanitise all door handles with Virucidal Cleaner and blue roll
8. Empty all bins and replace bin bags
9. Wipe bins over with Virucidal Cleaner and blue roll

*** All equipment – for example: hoovers and dust pans and brushes to be wiped with Virucidal cleaner after use.**

**** Goggles to be wiped with Virucidal cleaner after use**



Control Room

PPE

- Disposable Gloves
- Face Mask (optional)

Equipment/Chemicals

1. Antibacterial wipes

Tasks

Wipe the following with antibacterial wipes at the end of each film/between shifts

1. Stair hand rail
 2. Door handles
 3. Light Switches
 4. Big Red Killswitch
 5. Power socket for cinema controls & heater/fan
 6. Keyboard, three mice, little laptop keyboard, power buttons on computer/monitor
 7. Rack:
 - i. UPS
 - ii. Switches on front of amps
 - iii. Buttons on audio & video switchers
 8. Projector power switch
 - i. Extractor power switch (under projector)
 - ii. House light/working light controller
 - iii. Switches in front of lighting desk
 9. Switches
- Additional fans to be run in control room during hot weather as projector/server liable to overheat.
 - Keep control room door and fire exit open to aid airflow if possible, especially between films.





Box Office

Equipment

- Blue Roll
- Bin Bags

PPE

- Disposable Gloves
- Face Mask (optional)

Chemicals

2. Jangro Virucidal Cleaner
3. Jangro Alcohol Gel Hand Rub

Tasks

Sanitise the following with Virucidal Cleaner and blue roll (Spray cleaner onto blue roll and wipe surface over):

- Work tops
 - Computers
 - Work station and any equipment
 - Phones
 - Door plate to store room
2. Empty all bins and replace bin bags
 3. Wipe bins over with Virucidal Cleaner and blue roll





Café/Bar

Equipment

- Bin Bags
- Blue Cloths
- Blue Roll
- Green Dustpan & Brush
- Green Mop & Bucket
- 1 x clean hand towel
- 2 x clean tea towels

PPE

- Disposable Gloves
- Face Mask (optional)

Chemicals

4. Jangro Cleaner Disinfectant (floor)
5. Jangro Virucidal Cleaner (work tops and equipment)
6. Jangro Bacterial Hand Soap
7. Jangro Alcohol Gel Hand Rub

Tasks

Starting Shift

- Wash hands, dry and apply hand gel
- Unlock retail shutter
- Unlock store room door (purple key). Switch lights on
- Unlock bar shutter
- Unlock back kitchen
- Hang keys in store room
- Wipe all counter top work surfaces with Virucidal cleaner
- Switch on coffee machine and hot water boiler
- Brew flask of coffee
- Bring stock out and set up counter
- Start new shift on till





During Shift

- Wear face covering.
- Wash hands regularly (ideally between each customer)
- Regularly wipe all counter top work surfaces with Virucidal cleaner.
- Replenish stock where necessary (observe stock rotation)
- Wipe PDQ machine with Jangro Virucidal Cleaner sprayed onto blue cloth.

End of Shift

- Clean and shut down coffee machine (see separate operating procedure)
- Switch water boiler off.
- Replenish stock where necessary (observe stock rotation)
- Return counter baskets of stock to kitchen
- Wash Up in kitchen
- Sweep floor (counter and kitchen)
- Cash Up (see separate operating procedure)
- Empty bins and replace bin bags
- Wipe all counter top work surfaces with Virucidal cleaner (spray into blue cloth and wipe over)

- Wipe all touch points with Virucidal cleaner
 - Till
 - PDQ
 - Coffee machine screen
 - Water boiler tap
 - Taps
 - Light switches
 - Door plates
 - Ice machine door
 - Shutters
- Wash floor
- Clean bucket and mop head in cleaners sink – return and leave behind counter
- Wipe cleaners sink taps and doors with Virucidal cleaner





Front Of House/River Room/Café Terrace

Equipment

- Hoover Bags
- Blue Roll
- Bin Bags
- Bucket
- Yellow Cloths

PPE

- Disposable Gloves
- Face Mask
- Goggles

Chemicals

1. Jangro Cleaner Disinfectant
2. Jangro Virucidal Cleaner
3. Prochem Microsan Sanitiser

Tasks

1. Remove and bin all debris – food packaging, cups, etc.
2. Hoover all carpets where required
3. Wipe over and clean all tables with a solution of warm water and Cleaner Disinfectant (**yellow cloth**)
4. Sanitise table tops with Virucidal Cleaner and blue roll (inside and outside)
5. Sanitise all seats with Prochem Microsan Sanitiser
 - a. Wear goggles and gloves
 - b. Lightly spray the seat pad and seat back with Prochem Microsan and gently rub over with a **yellow cloth**
6. Sanitise River Room hand rail with Virucidal Cleaner and blue roll
7. Sanitise all hand gel dispensers and Virucidal Cleaner and blue roll
8. Sanitise all door handles with Virucidal Cleaner and blue roll
9. Empty all bins and replace bin bags
10. Wipe bins over with Virucidal Cleaner and blue roll





Public Toilets

Equipment

- Red Dust Pan and Brush
- Red Broom
- Red Mop and Bucket
- Bin Bag
- **Red Cloth** – for toilets and urinals
- **Green Cloth** – for sinks and vanity units
- Blue Roll
- Toilet Roll

PPE

- Disposable Gloves
- Face Mask (optional)

Chemicals

1. Jangro Virucidal Cleaner
2. Contract Toilet Cleaner
3. Jangro Cleaner disinfectant
4. Jangro Pearlised Pink Hand Soap

Tasks

1. Check and fill all toilet roll holders
2. Check and fill soap dispensers
3. Remove and bin all debris/toilet roll tubes/tissue
4. Sweep floor
5. Empty bin
6. Wipe toilet roll holders with Virucidal Cleaner (use **blue cloth**)
7. Wipe hand dryers with Virucidal Cleaner (use **blue cloth**)
8. Wipe down/sanitise vanity unit tops with Virucidal Cleaner (use **green cloth**)
9. Clean taps and sinks with Virucidal Cleaner
10. Spot clean walls and mirrors
11. Clean inside of toilets and urinals with contract toilet cleaner (use **red cloth**)
12. Clean outside of toilets and urinals including toilet seats with contract toilet cleaner (use **red cloth**)
13. Pour some bleach down each toilet and urinal
14. Mop floor with cleaner disinfectant
15. Clean bucket and mop head in cleaners sink
16. Wipe cleaners sink taps and doors with Virucidal cleaner



Disabled Toilet

- Sanitise disabled access rails
- Sanitise baby changing unit

It is essential to avoid cross contamination – never use a cloth or water that has had a cloth in it that has been used to clean a toilet bowl or urinal on any other surface.





Volunteer Storage Tables (Studio)

Equipment

- Blue Roll

PPE

- Disposable Gloves
- Face Mask

Chemicals

1. Jangro Virucidal Cleaner

Tasks

2. Sanitise table tops with Virucidal Cleaner and blue roll between each shift





Office

Equipment

- Blue Roll
- Bin Bags

PPE

- Disposable Gloves
- Face Mask (optional)

Chemicals

8. Jangro Virucidal Cleaner
9. Jangro Alcohol Gel Hand Rub

Tasks

4. Sanitise the following with Virucidal Cleaner and blue roll
 - Work tops
 - Computers
 - Work station and any equipment
 - Phones
 - Door plates
 - Filing cabinets
5. Empty all bins and replace bin bags
6. Wipe bins over with Virucidal Cleaner and blue roll

