

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

**MAINTENANCE DOCUMENT**

***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.

\_\_\_\_\_ Wipe down all Bar and chair legs, and table bases. Remove all gum from under Bar rail

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.

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- \_\_\_\_\_ **Clean all espresso handles and regular coffee filters with baking soda - remove strainers and clean baskets and holder of machine.**
- \_\_\_\_\_ 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 banquettes. Replace bulbs, dust and clean. Replace glass carefully. \_\_\_ Main Room \_\_\_ Balcony \_\_\_ Jazz Room
- \_\_\_\_\_ At locker or change area gather up all work shoes and place in a basket after two weeks  
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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**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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**WEEK 4**

- \_\_\_\_\_ **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 banquettes 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.**

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- \_\_\_\_\_ Check all carpet on balcony and in Vault Room. Clean, if necessary. (Carpets should be cleaned 4-6 times a year approximately).
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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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**MAINTENANCE**  
**(ALL ITEMS MUST BE CHECKED MY 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 soffits \_\_\_Jazz room ceiling
- \_\_\_\_\_ Clean and empty grease traps: \_\_\_inside refrigerator room \_\_\_by building boiler  
room  
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
- \_\_\_\_\_ 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 machine \_\_\_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 reseal 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 sitting 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 form 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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**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 banquettes. 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.

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

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\_\_\_\_\_ 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

\_\_\_\_\_ 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 form the PM porters.

COMMENTS:

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**MAINTENANCE**  
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**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
- \_\_\_\_\_ Clean and empty grease traps: \_\_\_inside refrigerator room    \_\_\_by building boiler  
room  
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    \_\_\_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
- \_\_\_\_\_ 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 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 reseal 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.

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

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 from 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

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

*(Located on the south wall above traulsen refrigerator in prep kitchen).*

\_\_\_\_\_ each refrigerator compressor in the ejector room has its own timer.

\_\_\_\_\_ 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**  
**FEBRUARY**

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 banquettes. Replace bulbs, dust and clean. Replace glass carefully. \_\_\_balcony Mezzanine \_\_\_under stairs
- \_\_\_\_\_ Windex mirror above soffit 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  
windows. Fix all cafe doors not to slam shut. Adjust hinges and stoppers.

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

- \_\_\_\_\_ 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 reseal 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**  
**FEBRUARY**

\_\_\_\_\_ 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**  
**FEBRUARY**

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

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

**FEBRUARY**

**PORTER**

**WEEK 1**

\_\_\_\_\_ **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 area 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**  
**FEBRUARY**

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.

\_\_\_\_\_ 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.

\_\_\_\_\_ Clean grease traps. Clean inside large tank with ejector pumps in basement compressor room with maintenances man.

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



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

**WEEK 2**

\_\_\_\_\_ 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.

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

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.

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Polish all brass corner angles.

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

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

\_\_\_\_\_ 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 718-706-9827 BY SUNDAY W/E**

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

**WEEK 3**

\_\_\_\_\_ **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 area 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.

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

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

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

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:**

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

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Polish all brass corner angles.

**FRIDAY:**

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

\_\_\_\_\_ 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**  
**FEBRUARY**  
**PORTER**

**WEEK 4**

\_\_\_\_\_ **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 area 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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**BLUE WATER GRILL**  
**MONTHLY MANAGER PLANNING SCHEDULE**  
**FEBRUARY**

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.

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

\_\_\_\_\_ 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**  
**FEBRUARY**

**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 of 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 list one extinguisher class K in each kitchen.

\_\_\_\_\_ Confirm instructions how to operated 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



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

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Fax this report to 212- 679-0996.

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

**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 DESCALED YES \_\_\_\_\_, NO \_\_\_\_\_.**

COMMENTS AND ACTIONS TAKE IT.


FAX TO GERARDO G. (212) 679-0996

TECH NAME \_\_\_\_\_, MANAGERS \_\_\_\_\_





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

If you cannot accommodate a party at their desired time, and they are not flexible in time, then you must refer them to another BRG restaurant. "I'm sorry, but we are fully committed at that time, if you're time is not flexible perhaps I can recommend another of our restaurants who might be able to accommodate you." You will receive a list from your manager as to what restaurants you should push the business to. Think of yourself as the guest. You should guide them to similar cuisine, location and price when possible. Be sure to let the guest know you are only making a suggestion, not guaranteeing them that the restaurant you recommend will have the availability they desire.

**HOST HOLIDAY REFERAL**

When you arrive for your shift check for the e-mail that is posted telling you which BRG restaurant have availability, for what size tables and what times. If you do not see the list posted ask a manager to print one for you. You should have a copy of this list in front of you for your entire shift. Use the list to guide your guests to other BRG restaurant as noted above.

**MANAGERS HOLIDAY REFERAL**

Depending on the holiday restaurants will book up at different speeds. When you see that you are booked for a certain seating or group of time slots you must advise on the 1010is conference call. The assigned office assistant will compile a list of all restaurant availability. As you book additional seating or groups of timeslots continue to update. You must review the updated information on the 1010am conference call. The assistant will e-mail all managers the updated list everyday, starting the day after the first restaurant has booked a seating or group of timeslots.

**OFFICE ASSISTANT HOLIDAY REFERAL**

You will send out a list of each stores holiday availability starting as soon as you receive word that the first store no longer has full availability. The list must be e-mailed to all managers and all DO's by 11.30am everyday until the day of the holiday in question.