

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

MAINTENANCE DOCUMENT

1/22/03

GM Assign each item to be completed by Specific Date. No B/S.

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 1st 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:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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

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WEEK 2

_____ **2nd 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.

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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.
- _____ Maintenance man inspect and confirm all the chairs
Have protective pegs under legs.
- _____ Maintenance man scrape and remove gum on side walk,
power wash side walk if necessary.
- _____ 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.

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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.
- _____ 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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_____ 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 reseat 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.

_____ 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.

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- _____ 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 from the PM porters.

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COMMENTS:

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.
- _____ Check hose connection in trap door (ceiling) across from Jazz Room bread station.

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- _____ 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 reseat 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:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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MAINTENANCE
(ALL ITEMS MUST BE CHECKED MY MANAGER)

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.
- _____ 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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_____ 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 reseat 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.
Downstairs

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- _____ 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
(Located on the south wall above traulsen refrigerator in prep kitchen).
____ each refrigerator compressor in the ejector room has its own timer.

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- _____ 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:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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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 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 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.

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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.
- _____ 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.

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MONTHLY MANAGER PLANNING SCHEDULE
APRIL

- _____ 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 CO² 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:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

APRIL

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. Clean blinds on balcony.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

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 16th 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.

_____ Polish and clean base board of all 3 hutches in main floor and one in jazz room.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

COMMENTS:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

APRIL

PORTER

WEEK 2

_____ **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
APRIL

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 16th 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
APRIL

_____ Polish and clean base board of all 3 hutches in main floor and one in jazz room.

COMMENTS:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

FAX ATTN: GERARDO AT 718-706-9827 BY SUNDAY W/E

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

APRIL

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:

MONDAY:

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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.

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
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WEDNESDAY:

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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
APRIL

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 16th 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.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

- _____ 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:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

APRIL

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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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
APRIL

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.

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Polish brass supports for sneeze guard and light fixtures on Oyster Bar.

Polish all brass corner angles.

FRIDAY:

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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 16th 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
APRIL

_____ Polish and clean base board of all 3 hutches in main floor and one in jazz room.

COMMENTS:

MANAGER _____ DATE _____

MAINTENANCE PERSON _____

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

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

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)

- ☐ 1st floor
- ☐ 3rd 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 fire alarm if apply.

_____ Inspection and test of smoke detector in storage area if apply.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

Nuco2

- _____ Confirm tank is chain to the wall.
- _____ Certificate of fitness for the driver is posted at the tank
- _____ Affidavit of installation (must have a copy in manager's office)
- _____ Log sheet posted on the tank, date for service, pressure test and driver number.
- _____ 5 yr pressure test on file in office.
- _____ Signs posted (Warning CO2, Caution Carbon Dioxide sticker and Certificate of approval sticker on tank)

Air Conditioning confirms.

- _____ Permits and specifications for each unit.

OTHERS

- _____ Open flame permits on file and update.
- _____ Flame retarded permits for curtain, ceiling fabrics and furniture covers on file and update.
- _____ Neon permits on file and update "if apply".

Comments and notes:

Fax this report to 212- 679-0996.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE

APRIL

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 XXXX 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 _____

DATE:

RESTAURANT:

Check all fire extinguishers have proper fire inspection tags on them and are not expired. **Initial and date the back of the tag under “Monthly Inspection Record”. Follow “Fire Extinguisher Check Off List” to confirm extinguisher are in assigned places. When sending fire extinguishers out for service, you must put the stores name on the bottom in black magic marker.**

[illegible]

Coils must be clean and maintained in proper order monthly. This will assure the proper functionality of the refrigeration equipment, reducing costly repairs and also reduce energy consume.

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

Maintenances man needs to have the following items. Plastic brush, coil cleaner, spray bottle.

INSTRUCTIONS:

1. In the spray bottle mix water and 4 oz. of coil cleaner.
2. Turn OFF the compressor.
3. Once the compressor is OFF spray the formula on the coil and let it work for at list 5 minutes, repeat spraying, once the grease is loose clean the front of the coil from the top to the bottom with the plastic brush. Repeat this operation until the coil is totally clean.
4. When you finish make sure to turn ON the compressor.

NOTE: Each compressor takes about 15 to 20 minutes to clean.

All compressors need to be clean, including the refrigeration units that do not have cooling coil. (Water cooling units, self contain or remote compressors).

VIP Report any problem with compressor to managers. Be specific.

Refrigeration unit	Num#	Unit description	System type	Compressors location

HOST REFERRAL

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. "■ 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

BLUE WATER GRILL
MONTHLY MANAGER PLANNING SCHEDULE
APRIL

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 REFERRAL

When you arrive for your shift check for the e-mail that is posted telling you which BRGuest restaurants 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 BRGuest restaurants as noted above.

MANAGERS HOLIDAY REFERRAL

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 REFERRAL

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.