



Checklists

Opening Checklist

Game Rooms

Vacuum/Sweep Rooms	
Reset Room	
Wipe Down All Items in Room	
Turn on Lights & TVS	
Dust Items in the Room	
Check Quality of Clues / Replace if Needed	

Lobby

Sweep Lobby & Hallways	
Check Parking Lot for Trash	
Windex Windows & Doors	
Turn on Music	
Check Voicemails and Return Calls	
Setup iPads for Waivers	

Bathrooms

Stock Paper Towels & Toilet Paper	
Clean Toilet, Mirrors & Sink	
Sweep & Swiffer Bathroom	

Shift Lead

Date



Checklists

Downtime Checklist

Lobby

	10	12	2	4	6	8	10
Sweep Lobby & Hallways							
Wipe Down Benches							
Windex Windows & Doors							
Restock Cups							
Refill Water Dispenser							
Wipe Baseboards							
Sanitize All Surfaces							
Wipe Down All Electronics							
Dust All Surfaces							

Bathrooms

Stock Paper Towels & Toilet Paper							
Clean Toilet, Mirrors & Sink							
Sweep & Swiffer Bathroom							

Shift Lead

Date



Checklists

Closing Checklist – Front

Game Rooms

Turn Off TVS & Lights (Includes Any Lasers)	
Erase Dry Erase Boards & Lie Markers Horizontally	
Check for Broken Items; Report/Fix Said Items	
Charge Electronics	
Double Check All Items	
Check Quality of Clues / Replace if Needed	

Lobby

Sweep Lobby & Hallways	
Take Out Trash	
Put Away & Charge iPads	
Restock Cups	
Turn Off Music	
Windex Windows & Doors	

Bathrooms

Stock Paper Towels & Toilet Paper	
Clean Toilet, Mirrors & Sink	
Sweep & Swiffer Bathroom	



Checklists

Closing Checklist - Back

Game Master Room

Cleans Desks	
Clean Coffee Pot	
Clean Mugs	
Vacuum Room	
Take Out Trash	
Turn of Lights, Monitors, and PA Systems	

Shift Lead

Date