



BASIC CLEANING, MISE EN PLACE, ORGANIZE AND ART OF WORK

f Lkp Tips

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👍 LKP TIPS

BASIC CLEANING AND WORKING

- **Semua Chemical dan Tool harus lengkap setiap hari**
- **Carry caddy selalu dalam keadaan bersih dan rapi**
- **Setiap botol diberi label nama dan merk**

BASIC CLEANING AND WORKING

Procedure Opening Bar

- Prepare bucket with chlorine in it
- Observe and check the ceiling, wall, furniture, and bar equipment
- Turn on the coffee machine, check refrigerator, freezer
 - Start to clean
 - Turn on the music
 - Set up the bar lounge
- Check the bar products, such as sugar/simple syrup, fruit, milk, coffee, beverage stock

BASIC CLEANING AND WORKING

Procedure Opening Restaurant

- Prepare bucket with chlorine in it
 - Make sure the lounge is clean
- Mise en place (penempatan yang benar)
- Wastafel amenities in the right place
 - Bathroom ready for the guest
- Table amenities (cutleries, napkin, placemat ready to use)

BASIC CLEANING AND WORKING

Procedure Opening Kitchen

- Prepare bucket with chlorine in it
- Make sure the equipment is clean and working as per standard
 - Mise en place (penempatan yang benar)
 - Check preparation of the kitchen product
 - Set up garbage bin complete with plastic bag

BASIC CLEANING AND WORKING

- **ROOM CLEANING PROCEDURE :**

Open door, window & curtain

Turn off lights & AC

Waterin plants in the room's garden

Collect rubbish & all dirty linens

Check & make note all area from facilities, amenities & mini bar

Prepare cleaning tools and chemicals

Begin cleaning from ceiling, wall, glass window/door, stainless, electronics then floor

Bring out dirty linen & set up new linen

Set up room according SOP

Refill all missing amenities & facilities

Lie on bed to check cleanliness of mosquito net

Start cleaning the floor

BASIC CLEANING AND WORKING

- **Stainless Items :**
 - Shower**
 - Toilet paper holder**
 - Water faucet**
 - Door knob**

BASIC CLEANING AND WORKING

- **Semua amenities room, bathroom dan minibar lengkap**
 - **Linen bersih, bebas noda dan warna bagus**
- **Dinding, kaca jendela dan pintu bersih bebas noda**
- **Lampu dan alat elektronik berfungsi dengan baik**



MISE EN PLACE

RESTAURANT



**Incorrect
chair
placement**

**Chair
placement
as per SOP**



RESTAURANT



**Incorrect
table set up**

**Table set up
as per SOP**



BAR



**Incorrect
bar chair set
up**

**Bar chair set
up as per SOP**



BAR



**Incorrect
coffee station
set up**

**Correct
coffee
station set
up**



ROOM



Messy Bed



**Bed set up as
per SOP**



ROOM



Jet shower on the toilet bowl

Toilet as per SOP



SPA



**Messy bed
set up**

**Clean bed set
up**

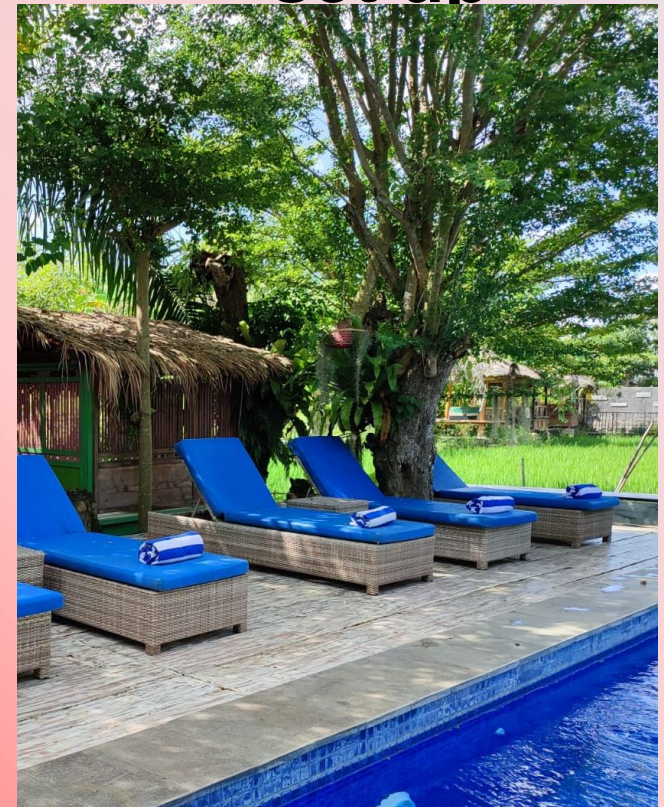


PUBLIC AREA



**Incorrect long
chair/ sun bed
set up**

**Correct long
chair/ sun bed
set up**



PUBLIC AREA



**Rubbish on
the way to
room**

Clean area





ORGANISE

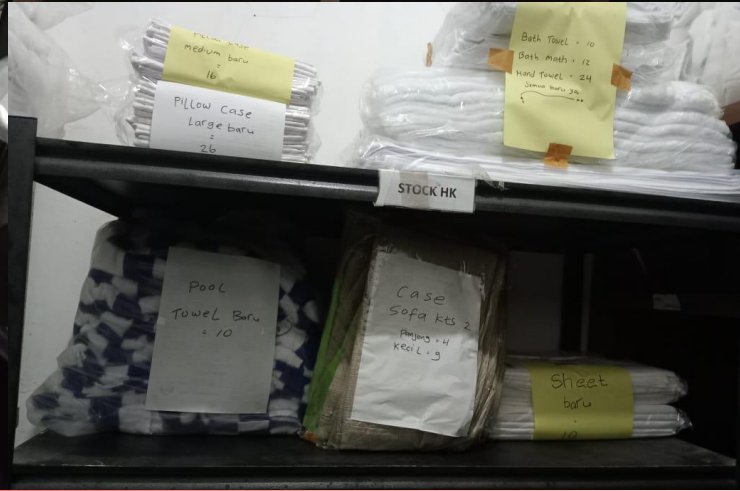
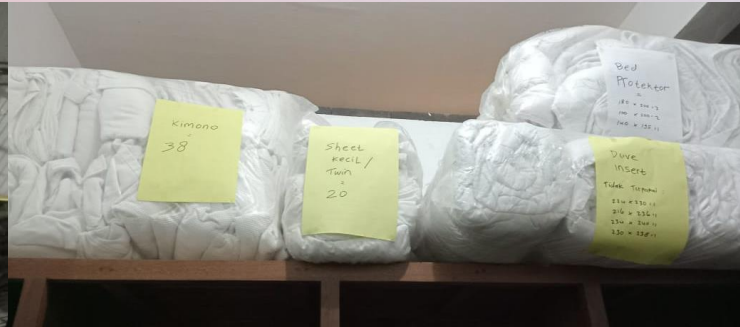
ORGANIZE



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ART OF WORK

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THANK YOU