



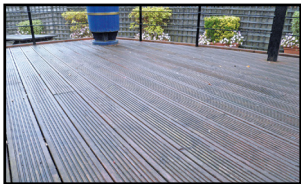










Cloth	Blue
PPE	• Rubber gloves • Safety glasses • Apron   
Chemicals	• Washing-up liquid • Sanitiser • Weed killer • Graffiti remover • Chewing gum remover
Reference	• Safety policies • COSHH manual • Risk assessment manual • DMLB • SOP B0006 - Handling & storage of glassware • SOP B0020 - Cleaning the pub exterior • SOP B0060 - Dealing with damaged furniture • SOP B0067 - Assembly and safe use of gazebos, marquees and parasols • SOP OF0004 - Reducing the risk of slips, trips and falls • SOP OF0022 - Manual handling – General • SOP OF0023 - Pest control • SOP OF0028 - Disposal of needles and sharps
Equipment	Equipment required: • Hazard warning signs ('Cleaning in progress' or 'Wet floor') • Blue cloth • Blue mop and bucket • Dust pan and brush • Brush • Scraper for gum • Jet wash (if applicable) • Ash bin • Garden check sheet (myJDW) • Furniture trolley (if applicable) • Weed killer pump sprayer • Chamois cloth • Window squeegee

Step 1		<ul style="list-style-type: none"> • Every garden must have a garden check sheet (available on myJDW). • Checks must be completed on an hourly basis. • PPE is available for use as required when completing cleaning activities. If gloves are worn for any task, then hands must be washed as a minimum immediately prior to putting them on and after taking them off. • All external furniture must be cleaned as required using a blue cloth and warm soapy water. • A furniture trolley can be used to assist in transporting any external furniture. When moving furniture, ensure that SOP OF0022 - Manual handling – General is followed. • Duty managers must check the garden furniture prior to opening the pub to ensure they are clean, free from graffiti, in good condition and well presented. • Remove any furniture that is dangerous or could cause injury to customers. Refer to SOP B0060 - Dealing with damaged furniture.
Step 2		<ul style="list-style-type: none"> • Check gazebos, marquees, canopies, awnings, jumbrellas and parasols daily - these must be clean, in good condition and securely positioned in their base. Refer to SOP - B0067 - Assembly and safe use of gazebos, marquees and parasols. • Check to ensure the equipment listed above has no bent poles or damaged walls / roofs. • The equipment listed above must not be placed directly next a change in level, eg steps or ramps. • Ensure all weights and/or water bags are in good condition and securely attached. Ensure water bags are full and not deflated. • Check to ensure all external straps are taught, adjust via the ratchet if required. • Check that barriers and their bases, eg canvas barriers or ropes & poles are clean, secure, in good condition and correctly located. • Check that all signage is clean and in good condition. • Any glass canopies must be cleaned weekly by an approved contractor. • If high level cleaning is required (above 3 metres), arrange this with an approved contractor.
Step 3		<ul style="list-style-type: none"> • The flooring in the beer garden must be kept clean. • Using the designated scraper, ensure all chewing gum and cigarette ends are removed and disposed of in the general waste bin. • Using a dust pan and brush, sweep the floor as required when checking the garden.

Step 4		<ul style="list-style-type: none"> • Bins must be emptied and cleaned prior to opening the pub. • A bin bag must be in place in every bin. • Clean the bin with hot soapy water.
Step 5		<ul style="list-style-type: none"> • Complete a pre-opening check of external walls and paintwork cleanliness. • Using a brush and soapy water or a jet wash, remove dirt on a daily basis.
Step 6		<ul style="list-style-type: none"> • Where there is a grassed or planted area, ensure all shrubbery is pruned, grass cut and planters tidy. • All litter must be removed from these areas on a daily basis. • Remove weeds/use weed killer as required. Where possible, dig weeds up rather than using weed killer. • If weed killer is used, add 24ml of weed killer chemical to 1 litre of water in the weed killer pump sprayer. The chemical must only be mixed in the pump sprayer. Shake/agitate the mixture thoroughly before use. Use immediately after mixing. • 1 litre of weed killer solution will treat up to 40 square metres (5m x 8m). • Weed killer must only be dispensed using the pump sprayer. Pump the handle on the top of the sprayer prior to use. Squeeze the handle on the nozzle to commence spraying. • Wear suitable PPE (gloves, apron and goggles) when handling this chemical. • Do not use weed killer in windy weather. • Do not use weed killer in customer areas whilst the pub is open.
Step 7	 	<ul style="list-style-type: none"> • Visually inspect steps and handrails to ensure they are in good condition. • Check all lighting is working and walkways are well lit. • Lighting sensors and timers must be set correctly for the time of year.
Step 8		<p>In addition to regular table clearing, the following must take place during the hourly garden check:</p> <ul style="list-style-type: none"> • Replenish table with a clean ashtray. • Where applicable reposition chairs. • Sweep the floor to remove any litter/debris. • Ensure fire exit and disabled access routes are clear.

Step 9		<ul style="list-style-type: none">• Following wet weather, a chamois cloth and window squeegee must be used to remove water from external furniture.• Wring out the chamois cloth frequently to remove excess water.
Step 10		<ul style="list-style-type: none">• Hazard warning signs - 'Wet Floor' or 'Cleaning in Progress' must be in use when completing cleaning tasks and in wet weather.• If strong winds are forecast, remove the canopy from the gazebo frame, remove any barriers, and fold down all parasols or remove them from their base and store safely in a back of house area. Refer to SOP B0067 - Assembly and safe use of gazebos, marquees and parasols.• Any issues noted that could result in a slip, trip or fall must be logged on the property maintenance system immediately. These areas must be closed off to customers until the issue has been resolved.• Ensure all external tables are numbered.• When cleaning ashtrays, all cigarette ends must be emptied into a metal ash bin.• For the safe disposal of broken glass refer to SOP B0006 - Handling & storage of glassware.• For the safe disposal of sharps (hypodermic needles) refer to SOP OF0028 - Disposal of needles and sharps.• Replacement furniture trolleys can be ordered via the property maintenance system.• Garden areas must be inspected as part of the pest management PPM.• Duty managers must check for pest activity on a daily basis. Refer to SOP OF0023 - Pest control.