

SOP: Projection Booth Cleaning

Mandatory Weekly Cleaning Checklist

This checklist can be used as a reference when working with the weekly cleaning schedule

At Each Projector:

- Projector Windows Cleaned
- Window Ledges Dusted
- Projector Dusted
- Dimmer Box/Breaker Box Dusted
- Top Of Sound Rack Dusted
- Area Around Each Projector is clean of anything

There is to be nothing on or around the projectors at any time. Treat this as a clean room

At the Projectionist Terminal:

- Monitors are to remain free of fingerprints and smudges
- Keyboard/Mouse is to remain sanitized and clean
- Chip Rack needs to be dusted and cleaned top to bottom
- No CLUTTER on or below desk, desk is to remain clean at all times
- Trash is emptied

**Custodians will not have access to Projection Booth due to restricted access.
(Equipment is too expensive to be cleaned the wrong way)**

In the projection booth:

- Floor is swept with dust broom ONLY
- Emergency Exits need to be clear of anything at all times
- Nothing is to be leaning on or sitting near projectors
- Cob webs are gotten out of the corners and trim is dusted
- All door handles/window handles are to be sanitized

SOP: Projection Booth – Movie Swap Day

MOVIE SWAP DAY

THIS CHECKLIST IS TO BE COMPLETED BY THE PROJECTIONISTS WORKING THE DAY BEFORE MOVIE SWAP DAY AND WORKING ON MOVIE SWAP DAY.

- **ALL NEW CONTENT IS INGESTED ON TO THE CHIPRACK**
- **ALL NEW CONTENT IS INGESTED ON TO THE APPROPRIATE PROJECTOR**
- **ALL NEW SHOW PLAY LISTS ARE CORRECTLY BUILT**
- **ALL NEW KDMS ARE AVAILABLE, WORKING AND INGESTED**
- **THE CURRENT MOVIE LOCATION FORM IS UPDATED**
- **OLD TRAILERS ARE REMOVED OR REPLACED BY NEWER ONES**
- **ALL OLD SHOW PLAY LIST SCHEDULINGS GET REMOVED**
- **ALL UNUSED CONTENT GETS REMOVED**

COMPLETED BY:

DATES: