

## **CLEAN UP PROCEDURES**

Because our cleaning service doesn't work on the weekends and areas of the building are cleaned on a schedule throughout the week, the clean up you do may be all that is done before the next group comes in to use the same room; so . . .

**PLEASE CLEAN UP FOR OTHERS AS YOU WOULD HAVE THEM CLEAN UP FOR YOU!**

### **GYM**

- Remove or throw away all left over **FOOD**, unless arrangements are made for others to have them.
- Remove all **DECORATIONS**.
- Wipe off all **TABLES AND CHAIRS** where necessary.
- Throw away plastic **TABLE COVERS**.
- Stack **CHAIRS**.
- Sweep gym **FLOOR**, mop any spills.
- Bag **TRASH** and take to dumpster at the edge of the parking lot.
- Take fabric **TABLE CLOTHS AND TOWELS** home to wash and return within 3 days.

### **KITCHEN**

- Wash, dry, and put away **DISHES** used.
- Clean **COFFEE MAKER** according to instructions posted on ice machine.
- Dispose of **FOOD AND TRASH** and take to **DUMPSTER** at the edge of the parking lot.
- Wipe off **COUNTERS**.
- Wipe out **SINKS**.
- Sweep and mop **FLOOR** where needed.
- Take used **TOWELS** home to wash and return within 3 days.

### **FAMILY ROOM**

- Remove and clean **DECORATIONS**.
- Clean **CANDLE WAX** from decorations.
- Wipe off **TABLES AND CHAIRS** as needed.
- Bag **TRASH** and take to **DUMPSTER** at the edge of the parking lot.
- Stack **CHAIRS**.
- Vacuum **FLOOR**.
- Take **TABLE CLOTHS** home to wash and return within 3 days.

### **PARLOR**

- Remove and clean **DECORATIONS**.
- Clean **CANDLE WAX** from decorations.
- Bag **TRASH** and take to **DUMPSTER** at the edge of the parking lot.
- Vacuum **FLOOR**.
- Take **TABLE CLOTHS** home to wash and return within 3 days.

### **CHILD CARE ROOMS**

- Bag **TRASH**, including left over **FOOD** and **DIAPERS**, and take to **DUMPSTER**.
- Put away **TOYS** and **VIDEOS**.
- Return **FURNITURE** and **PLAY EQUIPMENT**.
- Vacuum **FLOOR** as needed.