

CheckList For CleanUp Crew

This list is designed as an aid to help you remember the many things that need to be done to cleanup the church after our guests have left.

Signs:

- Check All Signs Have Been Put Away.
- Welcome sign at the desk, or in the rack directly across from the desk.
- No smoking signs, throughout the building.
- Out Of Bound signs, usually found on the doors to the Parlour, Narthex, etc.
- Emergency phone list, beside the telephone.
- Any wash your hands, etc. signs in the kitchen.
- The main sign. From the road. Should have been brought in on the night shift at 11pm.
- Rules, on the desk, and on the door into Hilliard hall.

Items:

- All chairs, tables, etc. should be put away in Hilliard hall. Note: Use the wheel racks to move and store the chairs in.
- Make sure all items are placed away. If you are unsure of an item, leave me a note and store it in the back room. These include games, books, movies, etc. The VCR and TV go into the A/V room, in the coat rack area. Once placed in there, lock the door behind you.
- Any socks, etc. left by our guests, make a decision about their worthiness. If no good, throw out, otherwise take them home to launder them.
- All books at the setup desk must go away. The communications book can be found in the kitchen next to or on top of the microwave.
- You will find the First Aid kit there as well.
- Any small Javex bottle should be put away. Also, behind the kitchen entrance to Hilliard hall, there is a small bucket which has rubber gloves, paper towel and bleach in it. (Spills bucket.)
- Put away all of our knives in the cupboard in the kitchen.
- If you have it, and you are out of it, replace the toilet paper in the bathroom.

Clean:

- The hall. This includes damp mopping all areas. Be on the lookout for gum, name tags, etc. on the floor. They will need to be removed.
- All hallways that we use. The coat rack area, the hall going to the kitchen, the hall going to the bathrooms and the back room, etc.
- Scrub down the kitchen floor, counters, etc.
- Toilets are to be cleaned and disinfected.
- All mattresses and pillows are to be cleaned and disinfected and not stored away until dry.
- All garbage collected is to be stored in front of the door that exits the kitchen to the street. (Not in the parking lot entrance.)
- Only sheets and pillow cases are to be prepared to be sent to the laundry.
- If a blanket is soiled etc., wrap it in plastic and place it in the back room and leave me a note.
- All other blankets can be placed in the back room on the shelves for them.
- Outside. Do a walk about looking for bottles, etc. Cleanup the butt cans outside the

entrance to Hilliard hall, and place them in the back room.

- All garbage cans. This includes ones in the hall, kitchen, and toilet areas. Also, attached to the front desk are some plastic garbage bags.
- Clean all table cloths with a damp cloth. Let them air dry before folding them up.
- Any dishes used, must be cleaned and put away.

Food:

- Any extra food, put it in the freezer in the back room. (If it is small quantities, feel free to take it home.) Extra muffins, can be stored in the freezer.
- Any perishables that won't last till next week will need to be thrown out. (If it is food that could be used in the coffee hour on Sunday at the church, let me know. I will put it out.)
- Label any items that you leave in the fridge as ours. (Use masking tape) For example, sliced cheese, margarine, etc.
- Take the milk home or donate to the church's coffee hour.

End:

- DON'T FORGET TO LEAVE ME A NOTE OF ANY ITEMS YOU NEED
- LIST ANY PROBLEMS YOU HAVE.
- IF YOU RUN OUT OF AN ITEM, I NEED TO KNOW THAT TOO. (Check the backroom or the kitchen cupboards first, though.)

I NEED THE NUMBERS OF PEOPLE SERVED. I ALSO NEED THE NUMBER OF OVERNIGHT BROKEN DOWN INTO MEN, WOMEN AND YOUTH. PHONE OR EMAIL ME WITH THESE NUMBERS. PLEASE LET ME KNOW IF YOU HAD ANY PROBLEMS WITH ANY GUESTS AS WELL.

IF YOU NEED HELP, DO NOT HESITATE TO CALL ME