

Cleanup CHECK LIST

- Arrive at Kerr Building by 8:00 am Thurs, however, this works best if the breakfast people, overnight hosts, and van driver finish cleanup before leaving in the morning (goes very quickly). If volunteer arrives later, door should be unlocked. If it is locked, the church office opens at 8:00am.
- If breakfast crew did not have time to clean the kitchen, clean and spray the counters with sanitizer, located by the sink. **Throw away all left overs.** Sweep kitchen floors and mop. Make sure all dishes washed, including the large drink containers left overnight by Wonderful Weds. for the overnight guests to use.
- Check bathrooms for stray towels and washcloths and used soap around sinks. Leave large soap, shampoo, and conditioner in showers. Return toiletries baskets to the closet.
- Fold blankets and place in bins in closet, along with mats and pillows. The cot goes in the old RITI closet.
- Do NOT break down privacy screens. Put them intact in the lounge or RITI closet.
- Return tables and chairs to storage.
- Check Lounge for trash.
- Empty all trash cans, replace with clean bags, take trash to dumpster. (Clean bags are located in the dishwashing room).
- Lock RITI closet in Lounge, and Lounge door.
- Turn out lights. Leave Kerr Building unlocked. If Overnight Hosts gave you the keys, return them to the office.

Thank You for Serving!