

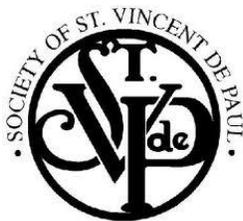
SVdP Cleaning Checklist

Main Hall Dining Area

Linda Cauffman, Dave Heinen, Ed O'Reilly and Betty VanGheluwe

Cleaning can begin at 6:35 in the hall area. Please be courteous to those who are still eating.

1. Clear tables of salt and pepper, etc. and wipe off the tablecloths or tops of the tables with a light bleach solution of about 1 TBS per gallon.
2. Fold heavy permanent table cloths (after wiping them) and store in storage room.
3. Pull storage racks from pantry/storage area to collect chairs and tables. Stack metal chairs and tables on designated racks. Return to the pantry/storage area when filled.
4. Move all tables to the wall, plus fold and place chairs along wall to sweep. Do not put chairs on top of the tables as they scratch and leave black marks.
5. Sweep the main hall, plus bathrooms and vacuum entry way carpet.
6. Wipe bathroom sinks and toilets with cloth and cleaner, as needed. Mop the floors in both bathrooms with a specific amount of detergent (marked on the soap container). Turn off the lights.
7. Designated individual operates the floor machine to clean the main hall. No detergent is used, plus the machine must be cleaned when all done. The machine is returned to the designated storage area (may be cleaned by Ed the next morning).
8. Replace chairs and tables to desired areas (begin as soon as part of the floors has been cleaned).
 - Return tables and chairs in classrooms to previous arrangement (design drawn on whiteboards) and close accordion doors to make walls for the classrooms.
 - Turn off all lights and heat in the classrooms and close doors to them.
9. Check every door (five areas) on the outside of the hall to make sure that they are securely locked.



SVdP Cleaning Checklist

Kitchen Checklist

Andy Fisher, Janelle Sams, Kim Heinen, Bonny Phillips and Fran Hicks

The kitchen can be cleaned during the dinner preparations during the day and as soon as possible.

1. Wash and wipe dry all counters, sinks and surfaces.
2. Wipe and clean out refrigerator. Do not leave any food.
 - Package and store leftovers for removal from the kitchen.
 - Wipe off salt and pepper shakers.
3. Turn off all gas for the stove and oven. Directions posted on the wall.
 - Clean Stove: clean the 2 pull-out trays, backsplash & stove top ;
 - Clean Ovens: need to be cleaned inside and out. Clean wall back of stove--- if it is dirty.
5. Empty dishwasher of final wash water & clean the filter. Leave door of dishwasher up to allow drying. Empty and clean disposal.
6. Keep track of coffee used and notate on the list, throw away coffee bags after use and turn off the maker and rinse out the pots. Place coffee pots with dispensers back in pantry (leave lids up for drying). (Kim Heinen)
7. Floors must be swept and mopped with appropriate amount of detergent. (Directions posted in janitor's closet on detergent).
8. Remove all dirty laundry, including aprons, to be washed, dried, and folded before returning them to the hall. Wash and keep colored aprons separate from towels to protect the colors.
 - Drop wet towels under sink, but put aprons in bag provided.
9. Take out all trash, including from the bathrooms. Put new liners in the emptied garbage containers.

