

WHO MORNING CLEAN-UP CHECKLIST

Thank you for your help with the WHO program! Before you leave, please check the following areas for cleanliness. Note any maintenance concerns you see or questions in the WHO Log Book. Thank you for keeping St Andrew's space clean and welcoming for all of our ministries and guests.

FRONT ENTRY WAY

- Check-in table & chairs put away near coat rack
- Log Book, Volunteer Sign-in and all WHO materials removed from counter. Store in lower cabinets to right of sink.
- Store red sharps container in upper cabinet for safety.
- Ensure entry way is tidy and trash is taken out

GYM

- All mats, chairs, and tables put away. .
- WHO closet is locked, door to kitchen locked
- No sticky spots on floor (preschool children will play in here later today)
- Floor is swept
- Doors to hallway are open

HALLWAYS

- Door to courtyard is locked
- Gym doors are open
- Hallway floor is not noticeably dirty
- Small radiators in hallway near gym are turned off
- Foosball table returned to TV area, hand chairs returned to make a "fence" in front of TV area

KITCHEN

- Counters are clean
- All food is sealed and put away
- Floor is relatively clean
- Any food we are out of is noted in log book
- Trash has been taken out
- Recycling has been taken out. If cans are full don't take out.

BATHROOMS

In both the men's and women's bathrooms:

- Toilet paper in each stall [toilet paper in janitor's closet [rm 10], key for dispensers on key ring
- Toilets, counter, sinks, and floor are wiped clean
- Towel bin is empty and in bathroom
- Check showers for cleanliness
- Empty trash container into large bin at front counter

HOSPITALITY ROOM [8]

- All items put away and counters are clear and clean
- Tables are clean and not sticky
- Chairs are stacked
- Trash has been taken out

Dumpster located on the east side of the parking lot. Code for the lock is 5607. All trash must be taken to the dumpster. Blue recycle bins are outside the east door to the right at the end of hallway.

PRESCHOOL AREA

Not for guest use

- In the back hallway there are two bathrooms. Check that no personal items have been left there.
- Empty sanitary bag holder