

WHO MORNING CLEAN-UP CHECKLIST

Thank you for your help with the WHO program! Before you leave, please check the following areas for cleanliness. Vacuum from the front of the church to the back including the TV room. 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 mat room is locked, door to kitchen locked
- No sticky spots on floor (preschool children play here each day) use water & paper towel for sticky spots
- Floor is swept/dry mop in Mat Room
- 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

WHO items stored to left of blue tape on counters

- 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 is taken out
- Recycling is taken out - unless cans are full.

BATHROOMS – men's & women's

toilet paper and towel dispensers filled. **Keys under front counter on hook.** toilet paper/z towels in janitor's closet, rm 10.

- sanitary bag holders in women's emptied
- Toilets, counter, sinks, and floor wiped clean
- Towel bin is empty and in shower room
- Check showers for cleanliness
- trash container empty

HOSPITALITY ROOM [8]

- All items put away and counters are clear and clean
- Tables and floors are clean and not sticky – use mop on wall fixture & special cleaner for floor.
- Chairs are stacked

PRESCHOOL AREA [Not for guest use]

- Check both bathrooms. Ensure they are in ideal condition and no items left behind.
- Empty sanitary bag holder if necessary.

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