

Upstairs

The following bullet points have been listed in the suggested order of completion. The list is open to suggestions from those completing the tasks. *Tasks specific to this week have been italicized.* This task should not take you the entire 3 hours.

- Clear everything from hallway with exception of shoe racks
- Clean recycling bin by the printer and clean any trash around the area
 - Throw recycling away in the bin in dinings, if no bin is there, check behind the dumpster
 - Printer area should be spotless
- Sweep and mop hallway and 4 sets of stairs
 - Using the new black "Smooth Surface" or small 18" push broom for the hallways is optimal
 - For the stairs, any small kitchen broom is optimal
 - Brooms can be found in the corner of dinings
 - When mopping, be sure to pour a shot (~1 second) of bleach in the bucket
 - When mopping stairs, keep track of what mop bucket belongs where.
 - Mop bucket can be filled in the shower and thrown out in the toilet