

Commons

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 the whole 3 hours.

- Take all dishes/glasses/pots/utensils/etc. to kitchen
- Throw away all trash
- Take out trash
- Move random items to fireplace then bag up and take to stage
 - Commons should be tidy
- Sort mail
- Move packages into the the mail room
- Wipe down vinyl Commons furniture with Simple green.
- Sweep and organize mail room
- Sweep all hardwood floor areas (**includes hallway and “Backroom”**)
- Simple Green window sills
- Ask a driver to pull the van up front and use a shopvac to vacuum the inside, throwing away all trash and bringing all cups inside