

Dinings

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.*

- Tables/Chairs
 - Wipe down tables and chairs with Simple Green
 - Put chairs up on tables
- Fridge
 - Wipe down inside and outside
 - Throw out anything in unlabeled “take-out” containers
 - Anything that looks suspiciously old can be thrown out, use your judgement
 - Please let me know if fridge is above 40 C
- Freezer
 - Wipe down the top
- Ice Machine
 - Wipe down the top and front
- Counters
 - Clean the coffee pot
 - Clean microwave inside and out
 - Clean and organize countertops
 - Refill each cereal bin as much as possible
 - Any near empty bins should be rinsed and sanitized
 - Organize and tidy the area on the far side where cereal and disposable items are
 - Clean waffle iron if necessary
 - Clean toaster oven of all crumbs then Simple Green
- Misc
 - Simple Green window sills
 - Take out trash
 - Sweep/Mop floor
 - Clean behind and under freezer and ice machine; this means move the two machines
 - Take care of all recyclables, take out bin, replace with empty one (ask house manager if no empty bin)