

Community Clean-up Expectations for Use of Room D248

Bring your own supplies:

Food

Paper Products (Napkins and Plates)

Other (Aluminum Foil, Plastic Wrap, Storage Containers)

Linens (Towels/Washcloths etc.)

Cleaning Supplies (Dish Soap...)

- Did you empty all wastebaskets into garbage bags and tie and place in the hallway? (or as requested by custodians...)
- Are there 4 forks, 4 knives, and 4 spoons in each flatware tray?
- Is all the equipment clean, dry and in the proper location in each unit?
- Did you clean off all stovetops that you used? Ovens? Broiler pans?...
- Did you wash off the cupboards and the countertops that you used?
- Did you clean out the sinks and dry them out?
- Are all the dishes dry and returned to their proper location?
- Did you clean up any spills on the floor?
- Please take leftover supplies and soiled linens with you.
- If you used ice, did you refill the trays?
- If you used the garbage disposal did you run it for at least one minute with cold water running.

Other:

Person Responsible for room cleanup: _____

Phone/e-mail _____