

Warming Station Cleanup- Supplies and Instructions

Supplies are provided. See below for more information.

Supplies Locations:

- **Fellowship Room Closet:** Cleaning supplies in carrier, extra toilet paper are in white bag, paper towel rolls and gloves are on shelf , Plastic key for Paper towel roll holder and brass key for the toilet paper holder are on a key ring hanging from the light switch (to the left)
- **In kitchen:** large and small trash bags are on top of the counter to the right of the refrigerator
- **Kitchen closet, to right of the oven:** Mop pail, mop and cleaner (Use 1 oz of Pine Sol cleaner to bucket full of water)
- **In Kitchen near the In door:** Broom and dust pan
- **Bottom cabinet to the right of the fridge:** large black trash barrel to put all the trash in for transport to the dumpster (this is important so trash liquid does not leak on the carpet)
- **Dumpster:** Grove St. parking lot (past the bushes). The dumpsters are **not** locked for the remainder of the winter.

Areas to be cleaned in Parish House:

- Bathroom
- Dining Hall
- Kitchen
- Hallway

Cleaning Instructions:

***Please use caution when emptying and handling trash. Although sharps should not be placed in the trash bags, and warming station staff should be monitoring this, we ask you to use extra caution.*

- **Bathroom** ***MUST GLOVE UP FIRST BEFORE CLEANING BATHROOM***

- Empty Trash carefully if not emptied and take to dumpster with Kitchen trash bags
 - Replace used toilet paper rolls and leave 3 to 4 extra TP on back of toilet
 - Wiped down counters, handrails, soap dispenser toilet paper dispensers, paper towel dispenser, toilet seat, top of toilet, Baby changing table if needed.
 - Clean toilet bowl and seat
 - Clean mirror as needed
 - Sweep and Mop Bathroom Floor
-

- **Dining Hall**

- Empty trash if not emptied and take trash bags. Put the trash in the big black barrel, in the shopping cart, to the dumpster (the warming station usually leaves their trash by the cemetery door)
 - Clean table tops as needed
 - Sweep floor
 - Spot Mop floor where needed
-

- **Kitchen**

- Empty trash cans
 - Sweep floor as needed
 - Spot Mop floor where needed
-

- **Hallway**

- Sweep or vacuum the rug depending on how dirty the rug is.