

## Clean Up Instructions for Family Night

These are the instructions for cleaning the Collison Hall after Community Night. If you have any questions or concerns, please contact Ann Phillips, 775-2475.

1. You are responsible for getting the key to the Hall and Allen wrench from the evening's cooks. You are responsible for ensuring that the Collison Hall is locked before you leave for the evening. The doors to the Hall can be locked with the Allen wrench. Return the Allen wrench to the far right drawer in the kitchen. The key to the Hall should be placed in the mail slot in the Rectory.
2. You are responsible for cleaning all equipment used in preparing the meal, the kitchen and the Hall. When you have washed all the dishes, please wipe off all the counters, empty the dish water and wipe the sinks dry.
3. Consolidate the garbage as much as possible and then put the garbage in the dumpster next to the garage. Refill the empty garbage cans with new liners found in the back shelving in the supply closet in the next to top shelf.
4. Wipe clean all the tables used that evening. Vacuum the Hall. There is a cordless vacuum in the room with the freezer. There is a corded vacuum under the coat rack near the kitchen.
5. Someone should take any towels used home to wash and return them to a shelf above coat racks in the hall.