

# Social Hour Cleanup Checklist

- ☐ **Unplug coffee and water** to give time to cool
- ☐ **Collect all Money baskets, napkins, and signs—**
  - Put all money in deposit bag
  - Place table signs in small kitchen on counter across from the stove.
  - Place napkins in cupboard next to fridge in small kitchen
- ☐ **Collect Donuts and Bagels (Donuts wrap carefully/ Bagels in Freezer bags and freeze)**
- ☐ **Collect all perishables:** cream cheese, juice, etc. put in fridge in small kitchen
  - wash all empty containers (cream cheese, juice, etc) and place in recycling
- ☐ **Put water container with remaining water in fridge** (leave base on counter).
- ☐ **Dump milk, oat milk and cream from thermal pitchers and wash**
- ☐ **Collect and wash**  
Bagel trays, empty containers, and lastly wash cream cheese knives. (Once an SGD dishwasher is installed, we can start washing utensils in the dishwasher.)
- ☐ **Dump remnants of coffee pots** and rinse well and put upside down on pads
- ☐ **Dump soapy water** into sink and clean sink.
- ☐ **Dump hot water urn remains** in sink to give the final rinse.
- ☐ **Put all teas, and sweeteners into tea cart storage**
- ☐ **Put unused coffee cups and sleeves into the red cart storage.**
- ☐ **Wipe down food serving tables and the coffee carts with sanitizer spray.**
- ☐ **Wipe down all round tables in Social Hall with sanitizer spray**
- ☐ **Sweep Social Hall**
- ☐ **Condense garbage into a few bags and tie up (Robert will take to dumpster)**
- ☐ **Put donation money in zipper pouch (Robert will organize bills)**

**IMPORTANT: Make sure Deposit Bag with Money gets into the Office Safe**