

SEND-OFF AND CLEANUP CHECKLIST

CHECKLIST

- Place Breakfast Sandwiches on the Food Serving Table by 5:35 AM
- Make coffee
- Plug in burner
- Place cream and sugar on Beverage Table
- Place bottled water and juice on the Beverage Table
- Place coffee urn on burner
- Collect dirty linens and blankets from beds; divide and place in laundry bags
- Stack mattresses in designated storage area
- Place supplies and containers in supply room
- Collect container of feminine hygiene products and sign from women's restroom and place in supply room
- Return Bibles to the library
- Make arrangements to donate any extra perishable food
- Collect dirty towels from laundry baskets and place in a laundry bag
- Label each bag of laundry with a Laundry Tag
- Place laundry baskets, shaving cream, and air fresheners in supply room
- Discard any extra coffee and clean urn
- Wash any dishes or utensils
- Throw away butt can smoking area
- Transport dirty towels, linens, and blankets to designated location(s) for Laundry Angels to pick up within 24 hours
- Notify Innkeeper of any supply items needed for next date

Please discourage guests from assisting with cleanup. ***NO GUESTS ARE ALLOWED IN THE SUPPLY ROOM OR MATTRESS STORAGE AREA.***