

CLEANUP CHECKLIST

1. Put all trash in the provided receptacles. Please do not overfill; extra bags provided at the bottom of container.
2. Wipe off all tables in the Suneg Center, the coffee bar and all counter tops in the kitchen with cleaning supplies located under the sink.
3. Put all food items back in their proper cupboard as labeled.
 - If you leave leftovers in the refrigerators for someone to retrieve, please follow Refrigerator Rules by filling out slip provided and attach to food or drink containers/ packages.
4. Return any parish supplies that were used back to their original location.
5. Wash all bowls, silverware, utensils, etc.
6. Dry all washed items and put items back into their proper cupboard. Cabinets are labeled as to which items go in each cupboard.
7. Empty coffee pots and rinse out and dry.
8. Clean sinks with Soft Scrub or cleanser provided under sink.
9. **Take home any used dishtowels and linens; wash and return cleaned to the Suneg Center kitchen or Parish Office the following day.**
 - Please notify the Parish Office if supplies run low or not available.
 - The trash will be removed and the floors & carpets cleaned by the SMM staff.
 - If anything is damaged or broken, please notify the Parish Office so that we can address the issue.

THANK YOU – ST MARGARET MARY STAFF