**WEEKLY CLEANING AND SET UP**

*Tables are in an arc on carpet around stage with the round tables in front and rectangles in back. Five chairs are at each table facing stage. See Jeff Alms for information regarding cleaning supplies.*

**Kitchen and work area**

Wash dishes

Clean sinks

Clear and clean counters, placing miscellaneous items on table in large kitchen area

Remove trash and replace liners

Fill paper towel as needed

Sweep and mop floor

**Bathroom**

Clean sinks

Clean counters and mirrors

Clean toilets/urinals

Remove trash and replace liners (including feminine hygiene containers)

Fill paper towel and toilet paper as needed

Sweep and mop floor

**Main room**

Clean tables

Vacuum carpet

Remove trash and replace liners

General straighten up, pick up odds and ends

Sweep and mop flooring

**Nursery**

Pick up toys

Vacuum carpet

Remove trash and replace liner

**Classroom**

Vacuum carpet

Remove trash and replace liner

**Entrance area**

Vacuum carpet runners

Table straightened up, pick up odds and ends

Sweep and mop floor