

SELLARDS HALL SHIFT DESCRIPTIONS 2008-2009

Every woman in Sellards is required by her *housing contract* and by her *honor as part of our community* to do work for the hall each week. This packet outlines the requirements for each shift.

Please read these shift descriptions carefully because we will inspect these duties carefully when I check your shift. You will be held responsible for completing EACH step of your shift. The Proctor and Food Board Manager will be checking to make sure that each person does her job thoroughly. *You must notify the Proctor or Food Board Manager ahead of time if there is any reason why you will be unable to complete your shift correctly or in a timely manner.*

There are some changes in the shift descriptions from last semester, and you will be held accountable for knowing what your shift entails as described in the included packet. The SHD, Proctor, and Food Board Manager reserve the right to amend these shift descriptions if and when it becomes necessary.

-Krysta, *Proctor*

-Kelly, *Food Board Manager*

Breakfast Cooks: 2 women, Sun-Fri, approximately 6am to 7am.

The breakfast cooks may work together or on alternating days. Set up schedule with Food Board Manager.

- 1. Keep hair pulled back and wear closed-toe shoes.*
- 2. Wash hand thoroughly. Clean work area with soap and a dishcloth (not a sponge) before and after preparing food.*
- 3. Wear gloves while preparing ready-to-serve food. Change them as often as necessary. Let Food Board Manager know when glove supply is low.*

- 4. You must have options planned for one month and should give them to the Food Board Manager, along with a list of ingredients and the recipe, at the monthly meetings. Monthly meetings will be scheduled at the beginning of the semester.*
- 5. Each breakfast cook is allowed one cereal day per week.*

6. Prepare and serve a breakfast entree and coffee by 7am. Be sure to turn off the burners, grill, and oven when you are finished.
 - a. If it is a *cereal day*, wash some fresh fruit and set it out in a big bowl. Clean the toaster and empty it of crumbs.
 - b. If it is *Sunday*, be there to let in the doughnut deliveries (about 7:30am), and put out bagels, doughnuts, and cream cheese (in a bowl of ice to keep it cool).
7. Clean as you go. Any pots, pans, bowls, or utensils you use to prepare the meal are your responsibility.
8. Set out bowls, plates, silverware, and napkins needed.
9. If the grill is used, pour a cup of ice or cold water onto it while it is cooling down to help loosen burnt food. Then scrape the mess into the grease trap.
10. Set meat and other frozen foods to be used for the next day's breakfast in the defrost fridge. Do not put another meal's food back in the freezer.

11. Put away all food orders that come before or during your shift. Be sure to check that the correct products were delivered before signing the paperwork.

12. SIGN THE SHIFT LOG!

Lunch Cooks: 5 women - MWF, 10:00-12:00 (1st), 11:00-1:00 (2nd) - TR, 9:30-11:30 (1st), 10:30-12:30 (2nd) - Sat 10:30-12:30.

1. *Keep hair pulled back and wear closed-toe shoes.*
2. *Wash hand thoroughly. Clean work area with soap and a dishcloth (not a sponge) before and after preparing food.*
3. *Wear gloves while preparing ready-to-serve food. Change them as often as necessary. Let Food Board Manager know when glove supply is low.*
4. *You must have options planned for one month and should give them to the Food Board Manager, along with a list of ingredients and the recipe, at the monthly meetings. Monthly meetings will be scheduled at the beginning of the semester.*
5. *A vegetarian dish must be included on the menu.*
6. Check under the sink to make sure that there are two grease-cans available. If not, set one or two of the #10 food cans that you open aside for that purpose while you work. Otherwise, clean and recycle cans.
7. Serve lunch at 11:30 and 12:30 TR, 12:00 and 1:00 MWF, and 12:30 Sat.
8. Do not leave the kitchen unattended while cooking and be sure to turn off the burners, grill, and oven when finished. "Keep refrigerated" items should be served in a tray filled with ice.
9. Clean as you go. Any pots, pans, bowls, or utensils you use to prepare the meal are your responsibility.
10. Put away all items used in cooking, including spices, foil, etc... Be sure to put everything back where it belongs.
11. Set out bowls, plates, silverware, and napkins needed.
12. If the grill is used, pour a cup of ice or cold water onto it while it is cooling down to help loosen burnt food. Then scrape the mess into the grease trap.
13. Set meat and other frozen foods to be used for the next day's lunch in the defrost fridge. Do not put another meal's food back in the freezer.
13. First lunch cook should prepare lunch and make Kool-Aid. Prepare a vegetarian dish
14. Second lunch cook should help the first lunch cook, make late plates and place them in the condiments fridge, and clean the can opener. Be sure to initial the late plate sign-up sheet after the plate has been made.
15. Always reserve food for second lunch. Put away food around 11:55 TR, 12:25 MWF and refrigerate/reheat until you serve at 12:30 TR, 1:00 MWF. If there is not enough food for second lunch, make more.
16. Tell impatient ladies that they must wait for second lunch to be buzzed.
17. *Do not leave kitchen unattended*, especially when things are in the oven or on the stove. If you find yourself with extra time, use it to wash dishes.

18. Each regular lunch cook will take turns making lunch on Saturday. The food board manager will assign a Saturday rotation.

19. SIGN THE SHIFT LOG!

Dinner Cooks: 7 women, Mon-Wed and Friday 3:00-6:00 (work in pairs), Thursday (1 woman will cook with Pearson), and Sunday rotation.

Dinner with other halls will be scheduled or rescheduled as needed.

- 1. Keep hair pulled back and wear closed-toe shoes.*
- 2. Wash hand thoroughly. Clean work area with soap and a dishcloth (not a sponge) before and after preparing food.*
- 3. Wear gloves while preparing ready-to-serve food. Change them as often as necessary. Let Food Board Manager know when glove supply is low.*

4. You must have options planned for one month and should give them to the Food Board Manager, along with a list of ingredients and the recipe, at the monthly meetings. Monthly meetings will be scheduled at the beginning of the semester.

5. A vegetarian dish must be included on the menu.

6. Check under the sink to make sure that there are two grease-cans available. If not, set one or two of the #10 food cans that you open aside for that purpose while you work. Otherwise, clean and recycle cans.

7. Serve dinner at 6pm M-F and 5:30pm on Sunday. Do not leave the kitchen unattended while cooking and be sure to turn off the burners, grill, and over when finished. "Keep refrigerated" items should be served in a tray filled with ice.

8. In addition to the meal, set out the salad bar and Kool-Aid.

9. Set out bowls, plates, silverware, and napkins needed.

10. Make late plates and place them in the condiments fridge, and clean the can opener. Be sure to initial the late plate sign-up sheet after the plate has been made.

11. Clean as you go. Any pots, pans, bowls, or utensils you use to prepare the meal are your responsibility.

12. Put away all items used in cooking, including spices, foil, etc.. Be sure to put everything back where it belongs.

13. If the grill is used, pour a cup of ice or cold water onto it while it is cooling down to help loosen burnt food. Then scrape the mess into the grease trap.

14. Set meat and other frozen foods to be used for the next day's dinner in the defrost fridge. Do not put another meal's food back in the freezer.

15. *Do not leave kitchen unattended*, especially when things are in the oven or on the stove. If you find yourself with extra time, use it to wash dishes

16. Each regular dinner cook will take turns making dinner on Sunday. The food board manager will assign a Sunday rotation.

17. SIGN THE SHIFT LOG!

Salad Cook: 1 woman, M-Sat

- 1. Keep hair pulled back and wear closed-toe shoes.*
- 2. Wash hand thoroughly. Clean work area with soap and a dishcloth (not a sponge) before and after preparing food.*
- 3. Wear gloves while preparing ready-to-serve food. Change them as often as necessary. Let Food Board Manager know when glove supply is low.*

- 4. You must have options planned for one month and should give them to the Food Board Manager, along with a list of ingredients and the recipe, at the monthly meetings. Monthly meetings will be scheduled at the beginning of the semester.*

5. Keep salad bar stocked daily so that it will be fresh for dinner Monday through Saturday. Make sure these basic ingredients are ready: fresh lettuce, chopped tomatoes, chopped carrots, cucumber slices, bacon bits, and croutons.
6. Try to include at least one of the following during the week: sliced olives, green pepper, onion, broccoli, cauliflower, hard-boiled eggs, chow mein noodles, some type of seed or nut.
7. Prepare a special salad once a week.
8. Label your containers with an "S" so that the fridges and freezers cleaners will not disturb your work.

9. Be sure to wash all vegetables before cutting them.
10. Notify the Food Board Manager if we are low on any ingredients you need.

From the sanitation guidelines: "Salad ingredients are crisp/clean/attractive with brown ends/crusts and are replenished to keep fresh/crisp looking." So, throw out anything that has turned brown or unattractive and replenish with fresh veggies.

11. SIGN THE SHIFT LOG!

Specialty Cook: 1 woman

- 1. Keep hair pulled back and wear closed-toe shoes.*
- 2. Wash hand thoroughly. Clean work area with soap and a dishcloth (not a sponge) before and after preparing food.*
- 3. Wear gloves while preparing ready-to-serve food. Change them as often as necessary. Let Food Board Manager know when glove supply is low.*

- 4. You must have options planned for one month and should give them to the Food Board Manager, along with a list of ingredients and the recipe, at the monthly meetings. Monthly meetings will be scheduled at the beginning of the semester.*

5. Prepare three special items a week. You may make bread, dessert, or a vegetarian item, but no more than two of any one type in a week. You cannot make more than two dishes in one day.
6. When you are finished, clean up your work area and wash all dishes you have used to prepare the food.

7. SIGN THE SHIFT LOG.

Breakfast Dishwasher: 2 women, M-Sat, 9am

The breakfast dishwashers may work together or on alternating days. Set up schedule with Food Board Manager.

1. Wear gloves while handling food and change them as necessary.
2. Put away and label leftovers. Use Tupperware and lids. Only use plastic wrap if there is no lid and it is *absolutely necessary*.
3. Wash all dishes, pots, and pans. Dry with dishtowels and put away. Cast-iron and air-bake pans must be hand-washed.
4. Refill silverware soaking tray with fresh water and Allegro.
5. Wipe all surfaces in the kitchen with hot, soapy water and a dishcloth. Do not use a sponge. Scrub work areas thoroughly. Also scrub the walls over the sinks and dish counter. Wipe the windowsills.
6. Clean all sinks with green powder and a rag.
7. Take out the trash. Put new, appropriately sized trash bag securely in trashcan.
8. Wash the ice machine tray and wipe down the ice machine. Do not use a sponge.
9. Sweep the kitchen floor. Before returning broom, clean the dust bunnies and hairballs from bristles.
10. Put away all food orders that come before or during your shift. Be sure to check that the correct products were delivered before signing the paperwork.
11. Spread the wet-but-clean dishtowels out over one of the spiky Hobie trays to dry. Take any soaking wet or dirty dishtowels to the dirty towels basket in the laundry room.
12. Clean the dishwasher. Use squeegee to get water off metal sink tops. Dry them off and use Stainless Steel Polish. Follow the instructions posted on the wall by the machine.
13. Run both garbage disposals.
14. Be sure to check the dishwasher trap for silverware, small cooking utensils, etc. and rinse out any food or gunk that may have been left behind during washing.
15. SIGN THE SHIFT LOG.

Lunch dishwashers: 5 women (work in pairs, two days a week), M-Sat, 1pm.

1. Wear gloves while handling food and change them as necessary.
2. Put away and label leftovers. Use Tupperware and lids. Only use plastic wrap if there is no lid and it is *absolutely necessary*. Keep vegetarian items separate from non-vegetarian items.
3. Wash all dishes, pots and pans. Dry with dishtowels and put away. Cast-iron and air-bake pans must be hand-washed.
4. Refill silverware soaking tray with fresh water and Allegro.
5. Wipe all surfaces in the kitchen with hot, soapy water and a dishcloth. Do not use a sponge. Scrub work areas thoroughly. Also scrub the walls over the sinks and dish counter. Wipe the windowsills.
6. Clean all sinks with green powder and a rag.
7. Take out the trash. Put new, appropriately sized trash bag securely in trashcan.
8. Wash the ice machine tray and wipe down the ice machine. Do not use a sponge.
9. Turn off the coffee pots, throw out coffee and grinds, wash pots, and wipe-down the coffeemakers.
10. Wash the dining room tables and counters with soapy water and a dishcloth. Do not use a sponge.
11. Sweep the dining room floor. Clean dust bunnies out of broom before returning to laundry room.
12. Sweep and mop the kitchen floor. Use the synthetic floor cleaner, not bleach. Rinse the mop in the laundry room sink until the water runs clear. Ring out the mop and empty the bucket. Rinse out the bucket and the sink.
13. Spread the wet-but-clean dishtowels over one of the spiky Hobie trays to dry. Take any soaking wet or dirty dishtowels to the dirty towels basket in the laundry room.
14. Clean the dishwasher. Use squeegee to get water off metal sink tops. Dry them off and use Stainless Steel Polish. Follow the instructions posted on wall by machine.
15. Run both garbage disposals.
16. Be sure to check the dishwasher trap for silverware, small cooking utensils, etc. and rinse out any food or gunk that may have been left behind during washing.

17. SIGN THE SHIFT LOG.

Dinner Dishwashers: 5 women (work in pairs, two days a week), Mon-Fri and Sunday rotation, 6:15pm.

1. Wash all dishes, pots and pans. Dry with dishtowels and put away. Cast-iron and air-bake pans must be hand-washed. If you leave any pans soaking, you must clearly label them with your name, shift, and date. They must be cleaned before lunch preparation the next day.
2. Refill silverware soaking tray with fresh water and Allegro.
3. Wipe all surfaces in the kitchen with hot, soapy water and a dishcloth. Do not use a sponge. Scrub work areas thoroughly. Also scrub the walls over the sinks and dish counter. Wipe the windowsills.
4. Clean all sinks with green powder and a rag.
5. Clean the dishwasher. Use squeegee to get water off metal sink tops. Dry them off and use Stainless Steel Polish. Follow the instructions posted on wall by machine.
6. Run both garbage disposals.
7. Make sure all tin, glass, aluminum, etc., from dinner is recycled.
8. Sweep and mop the kitchen with synthetic floor cleaner, not bleach. Share the mop and bucket with the servers. Rinse mop in laundry room until water runs clear and ring it out. If you are the last to use the mop bucket, empty it and then rinse out the bucket and sink. Clean the dust bunnies out of the broom before returning it to laundry room.
9. Spread the wet-but-clean dishtowels over one of the spiky Hobie trays to dry. Take any soaking wet or dirty dishtowels to the dirty towels basket in the laundry room.
10. Be sure to check the dishwasher trap for silverware, small cooking utensils, etc. and rinse out any food or gunk that may have been left behind during washing.
11. Make sure the back door is shut before you leave the kitchen.

12. *Thursday dishwashers* will rotate dishwashing with Pearson dishwashers. They will only wash dishes when we have dinner at Sellards and on their Sunday rotation.
13. *Friday and weekend/temp dishwashers* should remember that there are no Servers, so be sure to put the food away, clean the dining room, and take out the trash. See the Server shift description for instructions.

14. All dinner dishwashers will have a Sunday rotation, to be assigned by the Food Board manager.

15. SIGN THE SHIFT LOG.

Late Night Dishwasher: 2 women, M-Sat after 10pm and before 1am.

Late Night Dishwashers may work together or on alternating days. Set up schedule with Food Board Manager.

1. Wash all dishes, pots and pans. Dry with dishtowels and put away. Cast-iron and air-bake pans must be hand-washed. If you leave any pans soaking, you must clearly label them with your name, shift, and date. They must be cleaned before lunch preparation the next day.
2. Refill silverware soaking tray with fresh water and Allegro.
3. Wipe all surfaces in the kitchen with hot, soapy water and a dishcloth. Do not use a sponge. Scrub work areas thoroughly. Also scrub the walls over the sinks and dish counter. Wipe the windowsills.
4. Clean all sinks with green powder and a rag.
5. Wash the water tray next to the cereal, the drain compartment in front of the coffee pot, and the ice machine. Use hot, soapy water and a dishcloth, not a sponge.
6. Sweep and mop the kitchen floor with synthetic floor cleaner, not bleach. Rinse the mop in the laundry sink until the water runs clear. Ring out the mop and empty bucket. Rinse out the bucket and the sink.
7. If the coffee pot has been used this evening, turn off the machine, throw out old coffee, wash the coffeepot, and wipe down the machine.
8. Empty and wash any dessert, Specialty Cook, or bread container on the counters that is older than 2 days or sitting in the sink.
9. Clean the dishwasher. Use squeegee to get water off metal sink tops. Dry them off and use Stainless Steel Polish. Follow the instructions posted on wall by machine.
10. Run both garbage disposals.
11. Be sure to check the dishwasher trap for silverware, small cooking utensils, etc. and rinse out any food or gunk that may have been left behind during washing.

12. Wipe down all kitchen appliances, including the inside, outside, and top of the microwaves and convection oven using water only.
13. Put all dishtowels from the day in the dirty laundry.

14. On Thursday, clean out the toasters and empty the crumb trays.
15. On the 10th of each month, pour about a gallon of bleach water down each drain under the kitchen sinks and the drain below the cups in the dining room. Make a star on the shift log when finished.
16. Let Proctor or SHD know when bleach, dish soap, or Hobie supplies are running low.

17. SIGN THE SHIFT LOG.

Servers: 2 women, Mon-Thur, 6:15pm

Servers may work together or on alternating days. Set up schedule with Food Board Manager.

1. Put away and label leftovers. Use Tupperware and lids. Only use plastic wrap if there is no lid and it is *absolutely necessary*. Keep vegetarian items separate from non-vegetarian items.
2. Clear the tables and wash them with hot, soapy water and a dishcloth, not a sponge. Then, put up the chairs and stack or recycle the newspapers.
3. Wipe down ice machine with hot, soapy water and a dishcloth, not a sponge.
4. Sweep and mop the dining room with synthetic floor cleaner, not bleach. Share the mop and bucket with the dinner dishwasher. Rinse mop in laundry room until water runs clear and ring it out. If you are the last to use the mop bucket, empty it and then rinse out the bucket and sink. Clean the dust bunnies out of the broom before returning it to laundry room.
5. Make sure sanitation buckets are adequately stocked with paper towels/napkins and bleach water.
6. Keep dining room drawers stocked with salt, pepper, and napkins.
7. Keep kitchen stocked with hand soap and paper towels.
8. Take out the trash. Put new, appropriately sized trash bag securely in trashcan.

- 9.. On the 1st of the month, take everything out of both 'sanitation buckets' and clean out the inside. Make a star on the shift log when finished.

10. On the 10th and 25th of each month, empty the four drawers in the dining room (silverware, cups, salt and pepper, and napkins) and clean them out with hot, soapy water and a dishcloth, not a sponge. Make a star on the shift log when finished.

11. SIGN THE SHIFT LOG.

Fridges and Freezers, 2 women, Sun-Fri

Fridges and freezers cleaners may work together or on alternating days. Set up schedule with Food Board Manager.

1. Clean the insides and outsides of all the refrigerators with hot, soapy water and a dishcloth, not a sponge. Scrub any spots or stains with a scrubber pad if necessary.
2. Wipe the underside of the racks in the refrigerators.
3. Clean the seals of the doors. Crumbs and goo build up there.
4. Clean the outside of the freezers with hot, soapy water and a dishcloth, not a sponge. Scrub any spots or stains with a scrubber pad, if necessary.
5. Throw away any leftovers that are over 3 days old. (If today is the 10th, throw away anything labeled the 7th or earlier. You are not responsible for the salad cook's containers, which should be labeled with an "S" rather than a date.
6. Consolidate leftovers. (If there are two containers of corn, pour the newer into the older container. Never mix old product into the newer container.)
7. Throw away any old dairy products and rotting fruits or vegetables. Wipe down fruit fridge and veggie fridge shelves and drawers.

8. Check bread and throw away any that is molding. On Mondays, throw away the doughnuts from Saturday and make sure bagels are in a sealed container.
9. Throw away any late plates more than 3 days old
10. Wash any containers you empty. Then dry them and put them away.
11. Take out the trash that you threw leftovers in.

12. Every Monday, one of the cleaners must clean the vents above the stove. Set up a schedule and let the Food Board Manager know what it is. Leave a signed and dated note in her box when vents are cleaned.
13. Every Monday, one of the cleaners must scrub the fridges and freezers door handles with a green scrubbing pad. Pay careful attention to the back of the handle, where gunk tends to build up. This can be on the same schedule as the vent cleaning.
14. On the 10th and 25th of the month, and whenever needed, take everything out of the large condiment fridge and fruit fridge and clean up any spills that may have occurred. Make a star on the shift log when finished.
15. On the 25th of the month, take the shelves out of the vegetable fridge and clean them with soapy water. If the shelves do not come out, remove the vegetables, clean the shelves, dry them, and replace the vegetables. Make a star on the shift log when finished.

16. SIGN THE SHIFT LOG.

Recycling: 1 woman (Recycling Chair)

1. Keep the recycling closets and recycling area in the kitchen organized and clean at all times.
2. Relabel recycling bins in the hall closets and the kitchen at the beginning of each school year as needed to keep them looking nice.
3. At the beginning of every school year, research and post the KU Recycling Guidelines in each recycling area.
4. Be aware of any KU recycling or environmental guidelines and available programs and share them with the house when appropriate. Be sure to keep up with any changes in recycling or environmental policy that affects the hall.

5. Every week, on the designated day, collect the recycling from each of the hall closets, the ARC, the entryway closet, and the area in the kitchen. Take it to the curb in front of Pearson for pick-up. The Proctor will notify you of the day and time of pick-up when it is established.
6. Take recyclables to other recycling centers as needed. This includes batteries and ink cartridges. The Proctor will designate when this is necessary.

7. On the 1st of the month, clean the insides and tops of the recycling bins in the hall closets and the kitchen to keep them looking nice. Use hot, soapy water and a dishcloth.
8. On a day set up with the Proctor and Food Board Manager, wash and dry all laundry in the dirty towels basket. There may be dishcloths, towels, shower mats, shower curtains, mopheads, etc.. Follow the cleaning directions on each item and the washing instructions posted on the wall. See the SHD for the laundry card to use.
9. SIGN THE SHIFT LOG on recycling day and any day you do work.

Pantry and Laundry Room: 1 woman, Mon-Sat or Sun, anytime

The pantry and laundry room cleaner has the option of cleaning on Saturday OR Sunday every week. The day does not have to be the same every week.

The nature of this shift is maintenance of the pantry and laundry room. Not every step will need to be done every day, but it is your responsibility to make sure each area and task is in such a condition to forego it. Steps that included cleaning must be completed every time you work; steps that are restocking or straightening should be completed when needed, which will be no less than every other day. Please discuss any concerns or questions with the Proctor or Food Board Manager.

1. Organize and put away food and supply orders every time they come in, according to instructions from SHD, Proctor, or Food Board Manager.
2. Let Proctor know when new laundry sign-up sheets are needed.

3. Straighten all supplies and paper products stored in the laundry room. Break down and recycle boxes as necessary. Be sure to straighten *everything* and throw away trash.
4. Keep the brooms and mops stored in the laundry room neat and clean.
5. Sweep and mop the laundry room and pantry floor with synthetic floor cleaner, not bleach. Pay special attention to the area between the washers and dryers, around the sink in the laundry room, and underneath the shelves in the pantry. After mopping, rinse mop well, dump the water, and rinse the bucket.
6. Clean the laundry room sink with All Purpose Cleaner and a sponge.
7. Wipe down the washers and dryers, paying special attention to the insides of the lids and top of the agitators.
8. Take laundry room trash out to the dumpster, if there is a trash can in the room.
9. Restock cereal shelf. Refill any containers as needed, making sure that the cereal in the the container is properly rotated so that it does not go stale.
10. Straighten pantry and keep snack shelves fully stocked, rotating snacks as needed to maintain variety and freshness.
11. Restock large containers of flour, sugar, and powdered sugar as needed. Wipe down containers with soap and water and make sure they do not get dirty or sticky.
12. Clean the kitchen phone with All Purpose Cleaner.

13. On the day designated by the Proctor and Recycling Chair, put all dirty mopheads in the dirty towels basket for the Recycling Chair to wash. Replace them when they are clean.
14. At housemeetings, bring down and dump the lost and found. Bring any unclaimed items back to the laundry room after the meeting.

15. SIGN THE SHIFT LOG.

Rec Room/ARC: 1 woman, M-Sat or Sun, anytime

The rec room/ARC cleaner has the option of cleaning on Saturday OR Sunday every week. The day does not have to be the same every week.

The shorter Tuesday and Thursday shifts are a privilege. It is your responsibility to complete the tasks listed for those days, but clean any big messes you see. The cleanliness of the rec room and ARC is your duty every day.

1. Keep the rec room and ARC neat and tidy. Pay attention to the tables in the rec room, the area around the pool table, and the desk and cabinets in the ARC. Take all dishes and other kitchen items to the kitchen and put all miscellaneous items in the lost and found. Be sure to throw away all trash.

2. Dust the rec room and ARC. Use Pledge or Lemon Oil on wooden furniture and windowsills, and use clean cloths on the computers, television, and DVD player.
3. Vacuum the rec room and ARC. Be careful not to hit furniture. Do not vacuum after quiet hours. Do not plug a vacuum cleaner into one of the orange outlets in the ARC. This will make a computer explode or something.
4. Sweep and mop the rec room with synthetic floor cleaner, paying special attention to the area where the floor meets the wall. Empty bucket and rinse mop well.
5. Clean the dry erase board with special dry erase board cleaner. Let the Proctor know when there is little cleaner left.
6. Use glass cleaner to clean both sides of the door windows of the rec room and the ARC.
7. Empty trash, take it to the dumpster, and replace the bag.
8. Use All Purpose Cleaner to clean the door handles and brass plates all doors in the rec room and ARC.

9. One the 1st of the month, use the hand vacuum to clean the furniture. Make sure you get underneath and on top of the couch cushions, and all sides of the beanbags. Also use the hand vacuum to clean the corners of the room behind the sofa. Also, dust the Venetian blinds in the rec room. Make a star on the shift log when finished.
10. On Tuesdays and Thursdays, a shortened shift is allowed. Complete step 1, empty the trash if needed, and sweep well. Do not forget to complete step 9 if it is the 1st of the month.

11. SIGN THE SHIFT LOG.

Blue Room and Entryway: 1 woman, M-Sat or Sun, anytime

The Blue Room and Entryway Cleaner has the option of cleaning on Saturday OR Sunday every week. The day does not have to be the same every week.

The shorter Tuesday and Thursday shifts are a privilege. It is your responsibility to complete the tasks listed for those days, but clean any big messes you see. The cleanliness of the Blue Room and entryway is your duty every day.

1. Straighten the desk, mail kiosk, furniture, books, magazines, etc., in the entryway and Blue Room. Recycle magazines after 1 month and newspapers after 1 day (the recycling bin is in

the closet behind the mail kiosk). Place any miscellaneous items or personal belongings that have been left in the lost and found and take all dishes to the kitchen.

2. Clean phone, desk, and mail kiosk with All Purpose Cleaner.

3. Clean water fountain with All Purpose Cleaner. Be sure to carefully rinse off the cleaner. Use Lime Away when lime build-up occurs.

4. Vacuum the Blue Room, being careful to not hit furniture with the vacuum. Move furniture when needed to ensure a thorough vacuuming. Do not vacuum after quiet hours.

5. Dust the Blue Room furniture and the piano with Pledge or Lemon Oil and a cloth.

6. Clean the door handles to the Blue Room and entryway with All Purpose Cleaner.

7. When the ashtray outside the door gets full, dump it in the dumpster.

8. On Monday, use glass cleaner to clean the glass tops of all the furniture in the Blue Room and entryway, and use the hand vacuum to clean all fabric furniture.

9. On the 1st of the month, turn the cushions on the furniture in both rooms. Make a star on the shift log when finished.

10. On Tuesdays and Thursdays, a shortened shift is allowed. Complete steps 1 and 2. Be sure to complete step 9 if it is the 1st of the month.

11. SIGN THE SHIFT LOG.

Bathroom and Halls: 3 women (1 per bathroom), Mon-Sat or Sun, anytime

Bathroom and halls cleaners have the option of cleaning on Saturday OR Sunday every week. The day does not have to be the same every week.

The shorter Tuesday and Thursday shifts are a privilege. It is your responsibility to complete the tasks listed for those days, but clean any big messes you see. The cleanliness of the bathroom is your duty every day.

First floor bathroom cleaners will also clean the showers. Follow the Shower Cleaner shift directions.

1. *Always use gloves while cleaning to protect yourself from chemicals and germs.*
2. Use liquid toilet bowl cleaner and a toilet brush to clean the inside of each toilet. Clean the outside of the tank and base of each toilet with All Purpose Cleaner. Be sure to pay attention to the handle, all sides of the seat, and the area where the seat connects.
3. Use All Purpose Cleaner to clean the sinks and faucets. Sinks should be completely white.
4. Use All Purpose Cleaner to scrub the stall walls (including the tops and hinges), the tiles around the sinks and toilets, and the exposed pipes.
5. Use paper towels and Glass Cleaner to clean all the mirrors.
6. Use Lime Away as needed to clean any lime build-up on surfaces in the bathroom, such as faucets or showerheads.
7. Empty trashcan and napkin disposals and replace the bags. Take trash to the dumpster.
8. Vacuum the hallway thoroughly, especially near the stairwells and in front of room doors. Do not vacuum during quiet hours.
9. Keep bathroom stocked with toilet paper, paper towels, and hand soap.
10. Keep hall closet stocked with toilet paper, paper towels, hand soap, large and small trashbags, gloves, and any chemicals used for cleaning. You may keep as many chemicals and supplies as you want and can fit in the closet.
11. Report hall and bathroom lights out on the maintenance log.
12. On the 1st of the month, remove residents' shower caddies from the shelves and thoroughly clean the shelves with All Purpose Cleaner. Move the shelves out and mop thoroughly under and behind them. Wipe down the tile behind the shelves as well.
13. On the 10th of the month, clean the insides and outsides of the main trashcan and the napkin disposals with All Purpose Cleaner.
14. On Monday, clean the dry erase board with the special dry erase board cleaner. Let Proctor know when there is little cleaner left.
15. On Tuesdays and Thursdays, a shortened shift is allowed. Complete steps 3, 5, and 9. Do not forget to complete steps 12 and 13 if it is the 1st or 10th of the month.
16. SIGN THE SHIFT LOG.

Showers: 2 women (1 for 2nd and 3rd floors), Mon-Sat or Sun, anytime

Showers cleaners have the option of cleaning on Saturday OR Sunday every week. The day does not have to be the same every week.

The shorter Tuesday and Thursday shifts are a privilege. It is your responsibility to complete the tasks listed for those days, but clean any big messes you see. The cleanliness of the showers is your duty every day.

1. Always use gloves while cleaning to protect yourself from chemicals and germs.

2. Scrub the walls, floor, corners, and ceiling of each shower or bathtub with All Purpose Cleaner. Be sure to clean the windows and windowsills in the east showers. Use a sponge scrubber or stainless steel pad if the shower film is thick or stubborn. Use the pole with the brush for the ceilings. Rinse all of the cleaner out of the showers, using a bucket if necessary.

3. Clear drains of hair and debris. Throw away any miscellaneous items (hair ties, bobby pins) left in the showers.

4. Sweep thoroughly and mop the floors with synthetic floor cleaner, not bleach. Be very careful to clean under the soap dispenser and around the stall doors, water fountain, and shower caddy shelves. Rinse the mop well, dump the bucket, and rinse out the bucket and the sink when you are finished. Be sure to put the hose back in the sink, as it will drip and leak to the next floor's closet. Keep the broom clear of dust and hair.

5. Clean both sides of the main door with All Purpose Cleaner, paying special attention to the area around the handle and brass plate, where hands touch. It should be free of brown grime.

6. Clean the water fountain with All Purpose Cleaner. Be sure to carefully rinse off the cleaner. Use Lime Away when lime build-up occurs.

7. Always keep the hall closet neat and clean and free of mildew. Wipe down the shelves and walls and sweep and mop the floor as needed. This will be several times per semester.

8. On the 10th of the month, dust the air vents between the showers and the heaters below the windows. Make a star on the shift log when finished.

9. On Monday, clean shower curtains with All Purpose Cleaner, paying special attention to the area around the hooks and the bottom where they get stained. Also, take the mophead down to the laundry room and hang it over the side of the dirty towels basket for the Recycling Chair to wash. Bring up a clean mophead.

10. On Tuesdays and Thursdays, a shortened shift is allowed. Complete step 3 and sweep well. Do not forget to complete step 8 if it is the 10th of the month.

11. SIGN THE SHIFT LOG.