

# **St. Joseph Activity Center**

## **Users Guidelines**

### **1. Kitchen -**

All dishes, cooking utensils, silverware, stoves, fryers, counters, sinks, and floors shall be cleaned after being used and replaced in their proper place where applicable.

Cleaning supplies are under the sink in the island, the mops and bucket and detergent for the floor are stored in the store room next to the kitchen.

If the dishwasher is to be used one of the Center staff will instruct you on proper use and cleaning.

All trash shall be placed in the dumpster outside the building.

Staff will launder the towels and washcloths.

### **2. Gym -**

All tables and chairs shall be wiped off before storage.

If chairs are to be stored care should be taken to make sure all legs are aligned properly as they are being stacked in units of 10.

If tables are being stored they should be stored top to top and bottom to bottom.

All spills shall be cleaned up properly. Wet mops, dust mops, mop buckets, brooms, dustpans, and vacuum are located in the storage room on the west side of the gym.