

Apartment Procedures/Routine:

Kitchenette:

- You may wear gloves if handling cleaning products. You must either wash your hands with soap and hot water or wear gloves before handling any food or clean dishes!!!
- Put away any dry dishes in the strainer
- Wash dishes in sink
- If directed to: dry dishes and put them away. Otherwise let them air dry.
- Microwave the WET dish sponge for 1 minute
- At the end of every month, throw out dish sponge and get a new one
- Spray and wipe all desks, work tables, countertops, and surfaces with disinfectant blue spray
- Spray and wipe the inside and outside of microwave with disinfectant blue spray
- Spray and wipe the outside of the fridge, including the handles, with disinfectant blue spray
- Fill out the temperature logs posted on the refrigerator and freezer doors.
- Use disinfectant wipes to wipe off phones and doorknobs in apartment and room 42
- Sweep/Swiffer the floor. Use a broom and dustpan for larger debris and trash. Always use a dry Swiffer before using a wet Swiffer.

Laundry:

- You may wear gloves if handling dirty laundry. You must either wash your hands with soap and hot water or wear gloves before folding clean laundry!!!
- Crates and hampers are for dirty laundry only! Laundry baskets are only for clean and dry laundry ready to be folded.
- Check washer and dryer to see what is already in the machines. Empty the dryer into a clean laundry basket. Move clean wet laundry from washer to dryer (add one dryer sheet).
- Check kitchen for crates and check green hamper for laundry to be washed. If directed to, sort laundry by type and color.
- Add dirty laundry to washing machine. Add appropriate amount of laundry detergent as directed. Add appropriate amount of water depending on the size of the load.
- When the washing machine is finished, switch laundry into dryer, with one dryer sheet. Set dryer as directed. Add next load to washing machine as directed.
- Fold all laundry in laundry baskets. Use teamwork as necessary and try to smooth out wrinkles.
- Put all folded laundry away neatly.

Shredding:

- Empty both shredder bins into bags identified for shredding only – NOT into trash cans!
- Choose a shredder station to work at. Operate shredder as directed.
- Pull or rip out all staples, put in little trash cans.
- Remove all paper clips and binder clips. Put them in the ISJ desk drawer where they belong.
- Only put 1, 2 or 3 papers through at one time to avoid burning out the motor or jamming the shredders.
- Empty bins as they become full. When bags are too full to add more shreds, tie them up and take them to the recycling area in Al's gym office.