

CLOSE-UP CHECK LIST COVID-19

Table or floor surface altering crafts should be on User provided coverings.

Placement of tables is at User discretion. The initial setup of 2 butted tables of 4 positions was for the CDC initial 6ft social distant requirement. Adjust as necessary.

Check restroom's floors, toilets, sink, and walls, and FH tables and floor for uncleanliness. Use a dry/wet mop and dust pan to clean as necessary. Crush or breakdown recyclables for the container in FH to hold more.

Sanitize: wipe/spray used areas and door handles; empty restroom and FH trash cans into the green can in the Kitchen and empty that bag into the outside trash cans when full; replace bags when they become dirty or missing. Clean bags are stored under the Kitchen table.

Turn off lights. Check FH and Hallway light switches. Restrooms have automatic switches.

Lock the FH back door. Turn the Allen key to the left to release the latch to lock the door.

Dry mops and dust pans are stored in the Kitchen behind the FH door.

Wet mop and bucket are stored in the Housekeeping closet located in the hallway beyond the double doors on the left.

Laxton empties the outside trash cans early Wednesday morning.

Spare paper products are stored in room #2 in the white cabinet.

Fellowship Hall (FH) assigned to FUR Users during COVID-19. It is suggested to use the door near the coat racks and hallway as path to the restrooms. The water cooler and Kitchen are not to be used. FH back door is to be used as entry to FH. It has a door bell and an Allen key to be turned to the right to unlock the latch for entry without reusing the outside key.