

Cleanup Checklist for Volunteers

Before you leave ANY type of event coordinated by parent volunteers, please make sure all of the following tasks are complete. Students can and should help!

- ➔ The room is set up exactly as it was when you arrived with tables and chairs back in the same places. Any items brought into the room must be returned to their original location.
- ➔ All recyclable items are separated then ALL trash is emptied and *carried to the dumpsters* in the far corner of the Boulos/Shea parking lot off the Loyola kitchen. No trash of any kind remains in the school.
- ➔ Trash can liners are replaced in ALL trash cans used.
- ➔ Room is swept and any spills cleaned up with a sponge/wet paper towel so they are not sticky.
- ➔ All trash, decorations or anything else brought into the room must be removed.
- ➔ If using the school linens for banquets, all used linens should be collected and put in the laundry bags (or tote) to be cleaned.
- ➔ Any supplies you wish to save for future events must be clearly marked with your team/group name and stored neatly in the team storage room behind the Loyola kitchen.
- ➔ All serving dishes, platters or other items borrowed from Loyola kitchen must be washed, dried and put away in the same place they were found.
- ➔ All windows are closed *and locked*.
- ➔ All doors are closed and locked.

The use of Cheverus facilities by teams and extracurricular groups is a privilege.

Please help ensure this privilege continues by following these instructions.

Thank you.