

GENERAL LAB CLEAN UP PROTOCOL

Use the following steps to clean up the labs and general spaces of the Living Lab to respect our space and community.

Clean up all materials

- o Pick up and throw away any trash on tables or floor
- o Put away all supplies in their appropriate bins or blue cabinets
 - Note: please see blue cabinet list to check which items belong
- o Put all program bins in storage
- o Return room to its default staging (refer to pictures)

Wipe Down

- o Wipe down all tables and chairs with paper towels and Simple Green cleaning spray located in the cleaning caddies on the bottom of cabinet
- o Place chairs on top of table
- o Sweep floor

Shut off / Close Out

- o Log out of all programs (i.e. Zoom)
- o Close out all programs (i.e. PowerPoint, videos, files, etc.)
- o Turn off SmartBoard
- o Eco & Sci Tech Lab: Close and lock back doors if labs will be empty

Dishes / Trash

- o Take all cups and dishes to the dishwater and load the dishwater
- o Dry all dishes and put away in kitchen cabinets
- o Dump all compost waste into the Green trash can located in Plaza Del Sol.
 - Rinse the Compost bin and return to location.
- o IS – Take out all lunch trash. Remove bag and place in the dumpster in Plaza del Sol.
 - Replace trash bag (extras are located in the cleaning closet)
- o OS – Rock Amphitheater/Commons trash sweep.

Bathrooms

- o IS – Replace trash, sweep, mop as needed
- o Notify Program Manager for any biohazard incidents

Ocean Alcove

- o Reset furniture
- o Breakdown and store all tech