

List of cleaning tasks:

Does not have to be done in list order

**Reminder no sweeping the under any circumstance -
mopping or wet sponge only**

Downstairs:

1. **EVERY SHIFT:** Take the trash out (downstairs 2 cans, bathroom, upstairs can) - Extra trash bags are in the bathroom
2. **EVERY SHIFT:** Clean bathroom sink and toilet - cleaning supplies in the bathroom
 - a. Extra toilet paper/paper towels is either in the bathroom or upstairs if you ever can't find it and it's empty shoot Rosalie an email
 - b. Keys to unlock toilet paper/paper towel dispensers are behind bathroom mirror (it slides open)
3. **EVERY WEEK:** Empty the slop / clay bucket and clean it
 - a. Bring the bucket out the main door * (by the construction) and walk in between the Coop building and the shed to the corner by the fence (this is the clay graveyard). Get as much clay out as possible, which might require:
 - i. Scraping clay out with a large rib / tool (like one of the brushes near the sink)
 - ii. Rinsing with water buckets from inside
 - b. Clean the INSIDE AND OUTSIDE of the bucket before putting it back in the sink with clean water filling it
 - c. * If its too heavy to safely carry, take some small buckets of the surface water out to the same area and dump them there
4. Wipe down the exterior of all slop/clay buckets
5. Clean walls around slop/clay buckets
6. Scrub down wedging table/red clay wedging board
7. Wipe down sink
8. Clean main table - clean out tools in cups, put tools in correct places
9. Clean tools + center wall/pillar
10. Clean wall around clay mixer
11. Wipe down all wheels
12. Clean all bats

Upstairs

- **EVERY SHIFT:** Wash floor - bucket and sponge (or mop that is in the corner behind upstairs sink)
- **EVERY SHIFT:** Washing steps leading upstairs - bucket and sponge
- Wash table by sink and main table
- Organize table next to sink and shelves next to sink

- Clean railing behind sink/table
- Sponge down glaze buckets, make sure names are visible - re-tape/label buckets if necessary
- Clean & straighten rear counter by window (glaze prep table)
- Carefully sweep up glaze shards by grinder (*danger* sharp edges!)