

Garbage bags need to be tied and should not be too heavy.

Cafe tables that have been raised have already been wiped off.

Please put plug covers back in after removing them.

Please close all doors.

Restroom Supplies Management

Please shut off all lights.

Twigs Bathrooms:

- One roll of paper towels in one of the bathrooms
- One soap refill in one of the bathrooms
- Two toilet paper rolls total

Pre-K Bathroom:

- Two rolls of paper towels
- Three to four rolls of toilet paper
- One to two soap refills
- Supplies must fit entirely in the locked cupboard
- Avoid placing supplies on the radiator, changing table, or cube shelf

Basement Bathrooms:

- An extra roll of toilet paper can be stored on the changing table in the basement changing table **only**
- Other changing tables in the facility are to remain clear at all times

No bleach or Fabuloso products.



Basement Floor Plan

Attention Cleaning Staff

If you found anything that is out of place or extra messy.

Take a photo and text it to **4127448003**

Legend:

- Su M T W R F
- M T W R F
- M W F
- Su
- Trash All 5 Days
- Computer, Under Carpet, + Others 1 / Wk
- Windows + Other 1 / Wk
- High Dusting 1 / Mnth



Level 2 Floor Plan



Level 1 Floor Plan