

SAL Clean Up & Exit Protocol

Revised (4-6-16)

- Remove all items except balances and dishracks from tables and counter tops (do not leave behind papers, condiments, or equipment)
- All equipment needs to be cleaned and returned to the appropriate cupboard
- All cupboards with a U in front of the cupboard # should remain unlocked
- If you accessed a locking cupboard/drawer it is essential that all items are inventoried and the door is relocked
- Make sure all food placed in the fridge/freezer is labeled (see labeling details on the front of the fridge/freezer)
- Wipe down all counters and table tops with soap or spray cleaner and water
- No food or soil down the drains
- Wash, dry, and put away all dishes; **do not leave dishes in the drying racks**
- Dish towels are located in cupboard #35
- Clean out all of the sink drains of food bits and scrub the sink
- Wipe the tops of the doors of the under-sink cabinets with a sponge
- Place sponges to dry in the dish racks
- If you used the dishwasher or oven, make sure to turn it off
- If the chairs are dirty, wipe them down with a damp rag
- Place used towels in hamper located in cupboard #3
- Secure a lid on the compost containers
- If you opened the windows, close them before you leave
- The mudroom should be cleaned out at the end of each day. Items left behind may be disposed of.
- Make sure to lock all external doors