**CLEANUP VOLUNTEER**

**YOU DO NOT NEED TO BRING ANY FOOD. YOU WILL BE ASSISTING THE REFRESHMENTS VOLUNTEER WITH CLEANING UP. THE USHERS MAY ALSO HELP.**

* **If you find the donut receipt,** please put it in the Treasurer’s folder outside the Administrator’s office. Gary Breen needs it to keep track of the expenses on the credit card.
* When you think everyone is done (generally around 12:00), roll the carts back to the kitchen. Check the social hall and library for dirty coffee mugs (guest and member) and other leftover trash.
* Fill one sink full of hot soapy water and in the other place a pan of hot water with bleach (under the sink) to sterilize the mugs. Clean and **dry** the heating urns (or in the summer, the blue insulated lemonade and ice tea containers). Save the coffee grounds for the compost (leave them by the sink). You can put them in a large plastic bowl or leave them in the coffee filter, and Harry Rothwell will pick them up.
* Please do not leave water pooled in the bottom of the urns and insulated containers, it breeds bacteria. After being washed and dried the mugs can be stored on the urn cart.
* Put away any extra disposable cups, napkins and plates in their plastic bins. Put sweeteners, sugar, cocoa and teas in a sealed **tin** container (discourage the mice).
* If there are any COLD beverages left-over, please find a pitcher, and **save** the leftover beverages in the fridge instead of throwing them away. There are folks (the Adult Discussion Group, and others) who would appreciate lemonade or iced-tea after the service and who will dispose of the unused portion later.
* Extra donuts can be donated to the youth shelter on York Rd. (See the note on the fridge).
* **Sweep the social hall** and Sanctuary to remove donut crumbs. There are Fuller Brush Sweepers in the social hall closet and in the left-hand Sanctuary closet that work great on donut crumbs and are quiet, so you can use it while people are still socializing. We need to sweep the donut crumbs to save the rug and discourage mice, but we don’t want to disturb folks. Please do not use the vacuums unless necessary.
* Check for items that can go in recycling. They must be **clean and dry (no water in water bottles, no used paper hot and cold cups)**. We recycle all plastics 1 through 7, cardboard, aluminum, glass and clean paper items (like clean donut box tops). NO PLASTIC BAGS IN THE RECYCLING.
* Collect all the trash bags from the various waste containers. We need to discourage kitchen mice!

Take the trash and recycling to the outside trash bins (uphill side of the building). **Do not put the plastic bag in the big recycling bin.** You can re-use it in the recycling container indoors. Please put fresh bags in the indoor trash containers.

* **Please make sure the seats in the sanctuary are returned to their regular order and that the sanctuary appears neat and tidy.**
* Please collect the money donations in the baskets. Put them in an envelope (on top of the safe in the Admin’s office), label it “Social Hour Refreshments”, add the date and put it in the safe, using the slot in the top of the safe door.

THANK YOU VERY MUCH FOR HELPING!!!