

Alice Gleason Room Cleaning Instructions

Cleaning supplies are located in the cleaning supply closet.

Meeting Room

- Wipe all tables and countertop surfaces with Clorox Wipes
- Sweep all tile floor area
- Vacuum carpeting and entrance rugs (if needed ex. Muddy boots, paper pieces, etc.)

Kitchen Area

- Wipe all counters and fixtures with Clorox wipes.
- Wipe down microwave inside and out.
- If refrigerator is used, wipe down handles and any spills. DO NOT LEAVE ANY FOOD ITEMS IN THE REFRIGERATOR.
- If needed, mop kitchen area (ex. Sticky, muddy, spills).

Restroom

- Wipe down toilet handle and surfaces with Clorox wipes.
- Wipe down sink with Clorox wipes.
- Wipe down door handle with Clorox wipes.
- If needed, mop bathroom area.

EMPTY TRASH CANS AND REPLACE LINERS. THE DUMPSTER IS LOCATED OUTSIDE THE BACK DOOR TO THE LIBRARY.