



COFFEE HOUR CLEAN-UP PROCEDURES

- Return all coffee carafes to the Mitcham House kitchen, clean and store.
- Return all food items, creamers and any perishables to the Mitcham House kitchen and store appropriately. If items will be expiring before the next coffee hour, please dispose of.
- Store all paper products (plates, cups, napkins) and utensils in the container provided in the Chapel and leave in chapel.
- If additional paper products will be needed for next week, please restock before leaving.
- Be aware of any spills or stains and use the hand held carpet cleaning machine in the left hand closet in the rear of the church to treat stains.
- Vacuum the green area rug with vacuum provided in left hand closet in the rear of the church.
- Return carpet cleaner and vacuum to closet.
- Roll-up green area rugs and store in the chapel.
- Wipe down tables and remove table cloths
- Break down tables and store in the chapel.
- Vacuum red wall to wall carpet before leaving. Check for any stains or spills.

THANK YOU FOR YOUR HELP!