

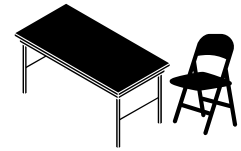


Wipe down surfaces.

tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

Fold and return folding chairs and tables to closet in Fellowship Hall.

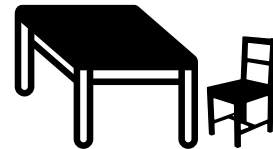


**Turn off, unplug, and return
Corsi-Rosenthal Box to closet.
Turn off and unplug fan, too.**



vacuum carpet

**Return church furniture
to church's preferred setup.**



Clean whiteboard.

No trace of writing may remain.



**Empty waste and recycling bins.
Consolidate trash to save bags.**



Flush toilet.



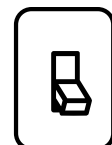
**Wipe dry
around sink
including floor.**



**Double check
this guide.**



**Turn off lights.
Close door.**





ROOM #114

clean up for 3:05 PM

WIPE
SINK
FLUSH
TOILET

WIPE COUNTERTOP

LITTLE
SPARROWS

☐ EMPTY TRASH
☐ AND RECYCLING

WASH WHITEBOARD
NO TRACE OF WRITING

WIPE COUNTERTOP

UNPLUG
FAN

LITTLE SPARROWS
LITTLE SPARROWS
LITTLE SPARROWS
LEAVE THESE SHELVES IN WHATEVER
CONFIGURATION YOU FOUND THEM

LITTLE
SPARROWS

LITTLE
SPARROWS

LITTLE SPARROWS
LITTLE SPARROWS
LITTLE SPARROWS

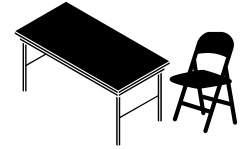


Wipe down surfaces.

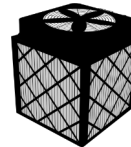
tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

Fold and return folding chairs and tables to closet in Fellowship Hall.

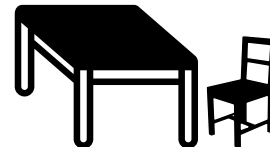


**Turn off, unplug, and return
Corsi-Rosenthal Box to closet.
Turn off and unplug fan, too.**



vacuum carpet

**Return church furniture
to church's preferred setup.**



Clean whiteboard.

No trace of writing may remain.



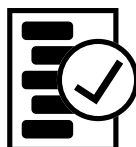
**Empty waste and recycling bins.
Consolidate trash to save bags.**



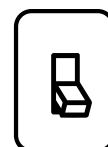
**Close and latch windows,
Lower blinds (gently).**



**Double check
this guide.**



**Turn off lights.
Close door.**



115

SPRING 2023

ROOM #115

clean up for 3:05 PM

ROLL OUT CARPET



return any
Kids Connect
stuff to carpet

WASH WHITEBOARD
NO TRACE OF WRITING

☐ EMPTY TRASH
☐ AND RECYCLING

WIPE
COUNTERTOP

BRING TODDLER
TABLE BACK
FROM ROOM 116

UNPLUG
FAN



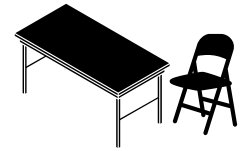


Wipe down surfaces.

tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

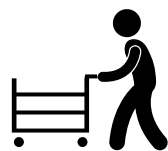
Fold and return folding chairs and tables to closet in Fellowship Hall.



**Turn off, unplug, and return
Corsi-Rosenthal Box to closet.
Turn off and unplug fan, too.**

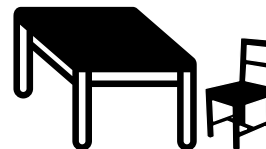


**Return library
cart to closet.**



vacuum carpet

**Return church furniture
to church's preferred setup.**



Clean whiteboard.

No trace of writing may remain.



**Empty waste and recycling bins.
Consolidate trash to save bags.**



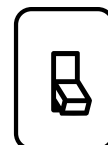
**Close and latch windows,
Lower blinds (gently).**



**Double check
this guide.**



**Turn off lights.
Close door.**



ROOM #116

SPRING 2023

clean up for 3:05 PM



PLANET
HOMESCHOOL



WASH WHITEBOARD
NO TRACE OF WRITING

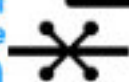
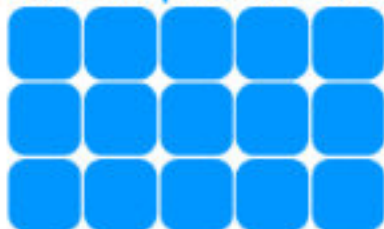
☐ EMPTY TRASH
☐ AND RECYCLING

WIPE COUNTERTOP

UNPLUG
FAN



double-stacked preschool
chairs & a preschool table



wood ironing board, wood
high chair, plastic kitchen



toddler table



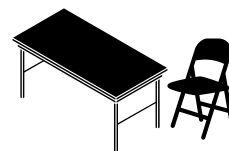


Wipe down surfaces.

tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

**Fold and return any additional
folding chairs and tables to
closet in Fellowship Hall.**



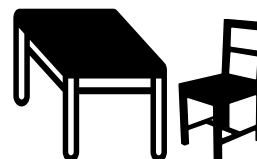
**Turn off, unplug, and return
Corsi-Rosenthal Box to closet.
Turn off and unplug fan, too.**



sweep floor



**Return church furnishings
to church's preferred setup.**



Clean whiteboard.

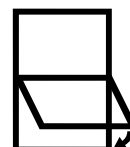
No trace of writing may remain.



**Empty waste and recycling bins.
Consolidate trash to save bags.**



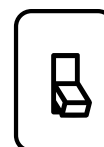
**Close and latch windows,
Lower blinds (gently).**



**Double check
this guide.**



**Turn off lights.
Close door.**





Planet
Homeschool

SPRING 2023

ROOM #119

cleanup for 3:05 PM

TURN OFF LIGHTS

EMPTY TRASH
AND RECYCLING

DUSTMOP
FLOOR

UNPLUG FAN

pencils
tissues
basket

WASH WHITEBOARD
NO TRACE OF WRITING

CLOSE & LATCH
LOWER BLINDS

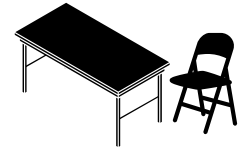


Wipe down surfaces.

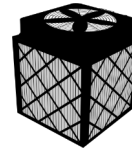
tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

Fold and return folding chairs and tables to closet in Fellowship Hall.



**Turn off, unplug, and return
Corsi-Rosenthal Box to closet.
Turn off and unplug fan, too.**



Ensure slipcovers are on sofas and pillows. Arrange pillows on sofas. Return church furniture to church's preferred setup.



sweep floor



vacuum carpet

Clean whiteboard.

No trace of writing may remain.



**Empty waste and recycling bins.
Consolidate trash to save bags.**



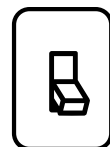
**Close and latch windows,
Lower blinds (gently).**



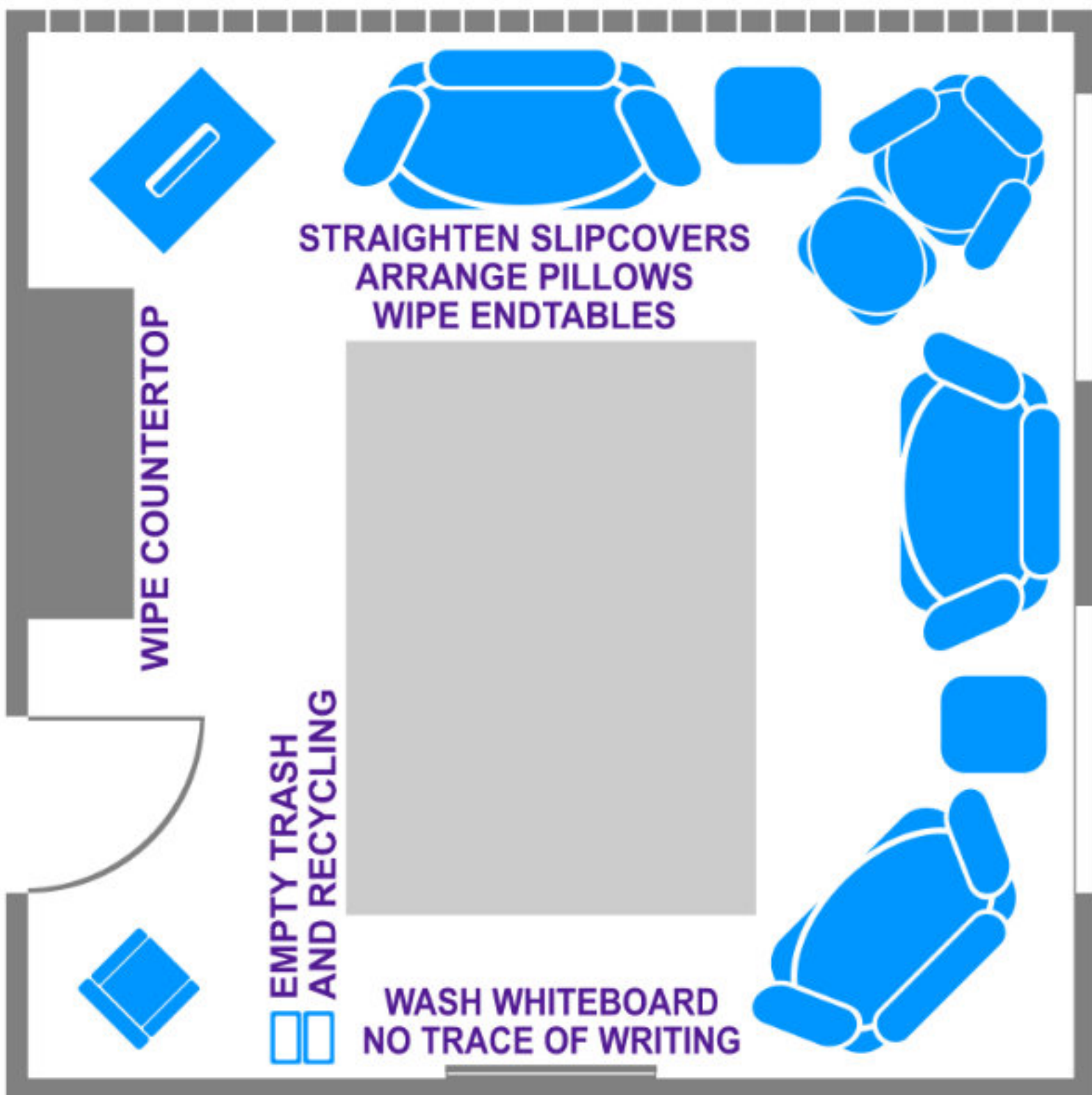
**Double check
this guide.**



**Turn off lights.
Close door.**



120 LOUNGE



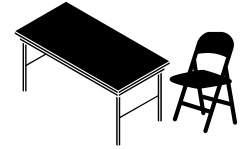


Wipe down surfaces.

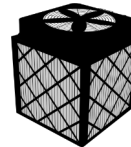
tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

Fold and return folding chairs and tables to closet in Fellowship Hall.



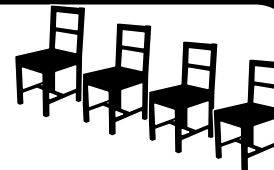
**Turn off, unplug, and return
Corsi-Rosenthal Box to closet.
Turn off and unplug fan, too.**



sweep floor



**Return church furniture
to church's preferred setup.**



Clean whiteboard.

No trace of writing may remain.



**Empty waste and recycling bins.
Consolidate trash to save bags.**



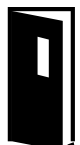
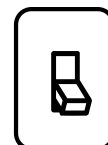
**Close and latch windows,
Lower blinds (gently).**

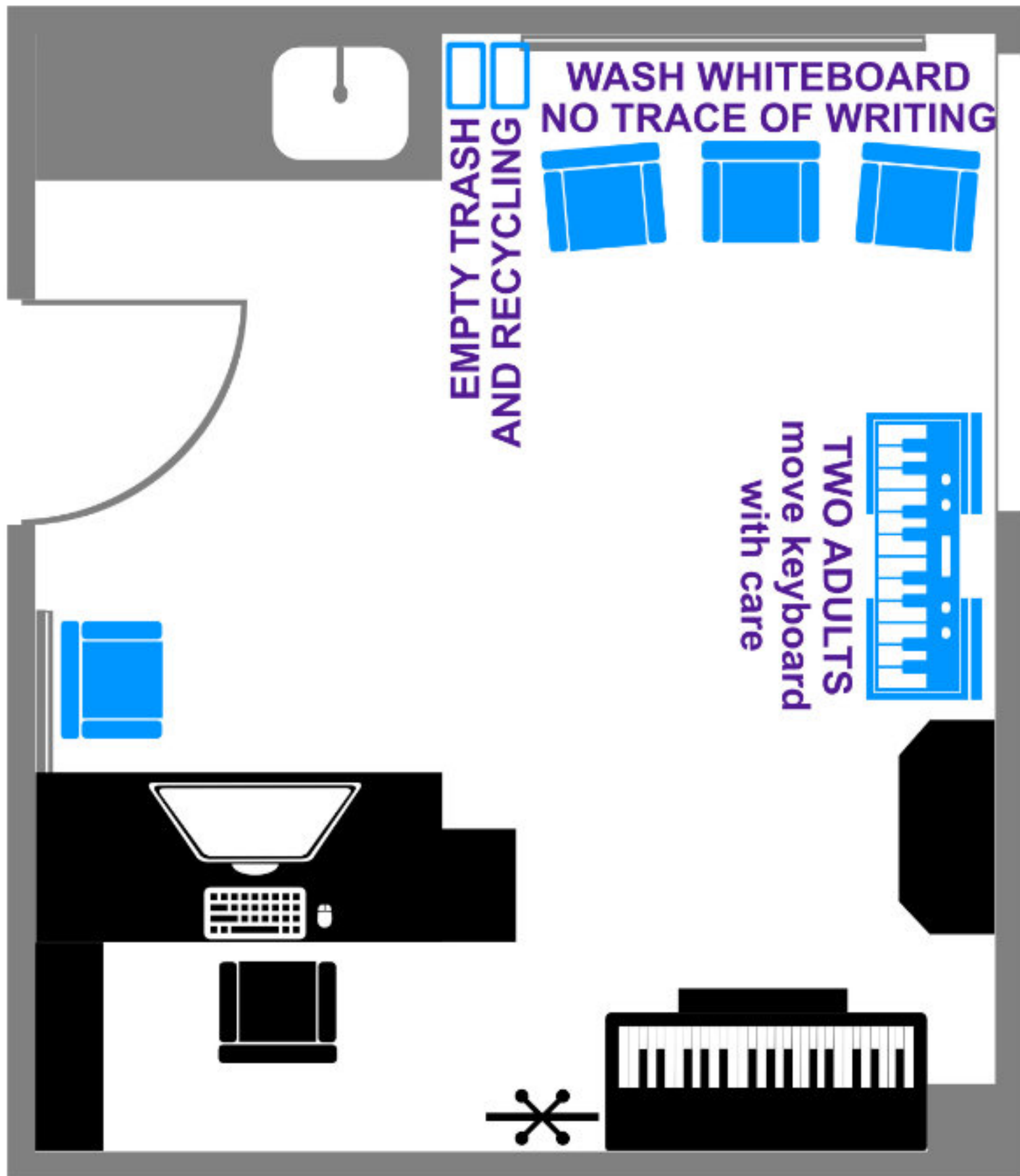


**Double check
this guide.**



**Turn off lights.
Close door.**





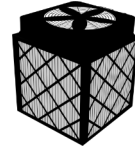


Wipe down surfaces.

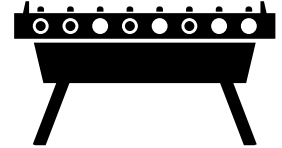
tabletops, countertops, chairs, doorknobs

PHS Student Cleanup Guide

Turn off, unplug, and return Corsi-Rosenthal boxes and HEPA filter to closet.



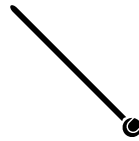
Remove sheet from foosball table, fold, and return to closet.



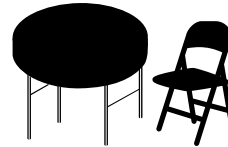
sweep floor



remove scuff marks
also from lobby and hallways

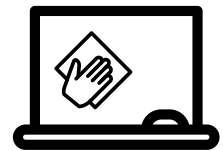


Return church furniture to church's preferred setup.



Clean and close whiteboard.

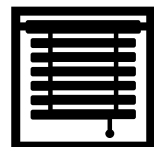
No trace of writing may remain.



Empty waste bin.
Consolidate trash to save bags.



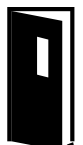
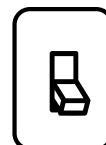
Close and latch window,
Lower blinds (gently).



**Double check
this guide.**



Turn off lights.
Close all doors.



FELLOWSHIP HALL

USE
OTHER
DOOR

PHS HALLWAY CLEAN-UP
NOT TO
SCALE

WELCOME

no
stairs

name
badges
masks

no
stairs

light
switch
for entire
hallway

windows

116

117
Nourish 282

window

close all
windows

115

quiet
study 118
window

114

119

120
lounge
no food
guidelines

121
window

REMOVE ALL SIGNS
signs go in labeled
folder in the file box

clean-up kits
table with
bulletin board
drawer stack
lost & found box
and file box
go into the

PHS closet (122)

windows
kitchen
more brooms
in the kitchen

fellowship hall

FLUSH ALL TOILETS
WIPE RESTROOM SURFACES



PHS ENTRANCE
WELCOME



PHS Onsite Volunteer Cleanup Guide

Remove signs, keeping them in order, and return to file box.



Remind students that clean-up is their responsibility and encourage them to help out.



Set out cleanup guides and cleaning supplies.



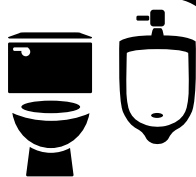
Pack up onsite volunteer station and return all to PHS Closet.



Return hand sanitizer and box of masks from entryway to PHS Closet.



Flush all toilets and urinals.



Wipe dry around all sinks including floor.

Document lost and found. Photograph and post to Forum.



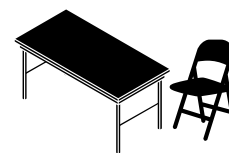
PHS Onsite Volunteer Cleanup Supervision Guide



Wipe down surfaces.

tabletops, countertops, end tables, chairs

Fold and return folding chairs and tables to closet in Fellowship Hall.



Turn off, unplug, and return Corsi-Rosenthal Boxes and HEPA filter to closet. Turn off and unplug fans, too.



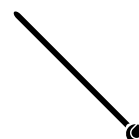
sweep floors



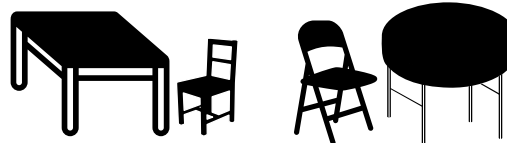
vacuum carpets



remove scuff marks



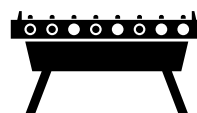
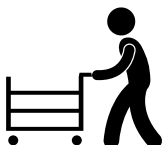
Return church furniture to church's preferred setup.



Ensure slipcovers are on sofas and pillows. Arrange pillows on sofas.



Return cart to closet.



Return foosball cover to closet.

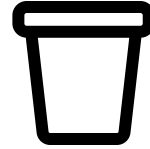
Clean whiteboards.

No trace of writing may remain.

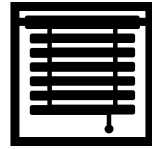
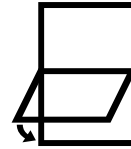


PHS Onsite Volunteer Cleanup Guide

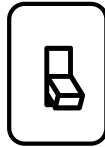
**Empty all waste and recycling bins.
Consolidate trash to save bags.**



**Close and latch all windows.
Lower blinds (gently).**
Including kitchen and Fellowship Hall.



**Check
rooms.**



**Turn off
lights.**

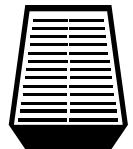
**Close
doors.**



**Return cleanup kits to closet after
each classroom is double checked.**



**Return name badge trays to PHS
Closet after ALL badges are returned.**



**Confirm that all PHS supplies have
been returned to the PHS Closet.**



**Confirm that everyone
has left the building.**



**Check in with
Closing Keyholder.**



**Remain at PHS until every
student has safely left the
building and grounds.**



PHS Onsite Volunteer Guide

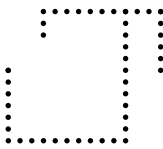
**Wear an Onsite
Volunteer badge.**



**Get information
from previous
Onsite Volunteers.**



Greet people.



**Take a stroll inside
and outside every
20 minutes or so.**

**Remind students of our
Community Expectations
as needed.**



**Remind everyone
to mask properly.**



**Offer assistance
if needed.**



**Log low supplies
or other problems.**



**Pass information
to the next
Onsite Volunteers.**



Planet Homeschool CLEANUP Simple Checklist

- ☐ all PHS **Signage** removed
- ☐ **Surfaces** wiped
- ☐ **Folding tables** and **chairs** back in FH storage room
- ☐ **Whiteboards** — *no trace of writing remains*
- ☐ **Corsi-Rosenthal boxes** back in PHS closet
 - ☐ portable **HEPA filter** back in PHS closet
 - ☐ Oscillating **floor fans** — turned off *and* unplugged
- ☐ **Carpets** vacuumed
 - ☐ **Floors** dustmopped
 - ☐ *mophead shaken clean at parking lot edge*
 - ☐ **Scuff marks** removed
 - ☐ *remover returned to north hall utility closet*
 - ☐ **Floors** mopped *as needed*
- ☐ **Toilets** flushed
 - ☐ **Sinks** wiped
- ☐ **Furniture** returned to Faith's preferences
 - ☐ *slipcovers & pillows in lounge*
- ☐ **Trash** and **recycling**
- ☐ **Windows** closed
 - ☐ **Windows** latched
 - ☐ **Blinds** lowered
- ☐ **Name badge trays**
- ☐ **Closet** double-check
- ☐ **Storage room** double-check
- ☐ **Building empty**
- ☐ **Lights** off
 - ☐ **Door wedges** near door and against wall
 - ☐ **Doors** closed *and* locked

Planet Homeschool CLEANUP Global Checklist

Signage removed

☐ consult signage map (do not take down Faith UMC's signage)

Surfaces wiped — counters, tables (all sizes), chairs, sills, etc.

☐ 114 ☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ kitchen (if rented)

Folding tables and chairs back in FH storage room

☐ 114 ☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ FH

Whiteboards — *no trace of writing remains*

☐ 114 ☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ FH

Corsi-Rosenthal boxes back in PHS closet

☐ 114 ☐ 115 ☐ 119 ☐ 120 ☐ 121 ☐ FH

☐ portable HEPA filter ☐ 116 *on library cart*

Oscillating floor fans — turned off *and* unplugged

☐ 114 ☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121

Carpets vacuumed

☐ 114 ☐ 115 ☐ 116 ☐ 120 ☐ south entryway

Floors dustmopped — *mophead shaken clean at parking lot edge*

☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ FH lobby ☐ kitchen (if rented)

☐ east ramp ☐ north hallway ☐ west hallway

Scuff marks removed (remover is kept in north hall utility closet)

☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ FH lobby ☐ kitchen (if rented)

☐ east ramp ☐ north hallway ☐ west hallway

Floors mopped *as needed*

☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ FH lobby ☐ kitchen (if rented)

☐ east ramp ☐ north hallway ☐ west hallway

Toilets flushed

☐ lobby restroom ☐ east restroom ☐ west restroom ☐ 114 restroom

Sinks wiped

☐ lobby restroom ☐ east restroom ☐ west restroom ☐ 114 restroom

☐ 114 ☐ 121 ☐ kitchen (if rented)

Furniture returned to Faith's preferences

☐ 114 ☐ 115 ☐ 116 ☐ 118 ☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ FH lobby

slipcovers & pillows: ☐ 120

Trash and recycling consolidated and brought out to dumpsters

☐ 114 ☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ kitchen (if rented)

☐ lobby restroom ☐ east restroom ☐ west restroom ☐ 114 restroom

Windows closed

☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ kitchen

Windows latched

☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ FH ☐ kitchen

Blinds lowered

☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121

Name badge trays

☐ all badges collected ☐ badges organized and ready for next week

Closet double-check

☐ consult separate checklist ☐ clean, organized, compact, contained

☐ other tenants' access not blocked ☐ leaky SW corner empty

Storage room double-check

☐ electrical box clear ☐ chairs in racks ☐ tables in racks ☐ lights off

Building empty

☐ 114 ☐ 115 ☐ 116 ☐ 119 ☐ 120 ☐ 121 ☐ 122 ☐ FH ☐ FH lobby

☐ lobby restroom ☐ east restroom ☐ west restroom ☐ 114 restroom

Lights off

☐ FH storage room ☐ kitchen ☐ FH ☐ FH lobby + east ramp

☐ 122 ☐ 121 ☐ 114 ☐ 120 ☐ 115 ☐ 119 ☐ 116

☐ north + west hallways ☐ south entryway

Door wedges near door and against wall

☐ FH storage room ☐ FH west door ☐ 121 ☐ 114 ☐ 120 ☐ 115

☐ 119 ☐ 116 ☐ south entryway

Doors closed *and* locked

☐ FH storage room ☐ kitchen (no lock) ☐ all FH doors (no locks)

☐ utility closet ☐ 122 ☐ 121 ☐ 114 ☐ 120 ☐ 115 ☐ 119 ☐ 116

☐ south entryway doors ☐ doors *between* rooms 114, 115, and 116 are open

Confirm that all PHS supplies are back in the PHS closet

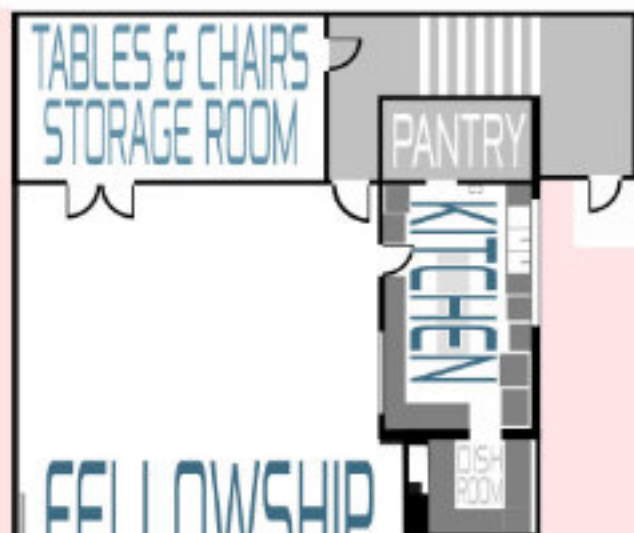
- ☐ **NO PHS SUPPLIES IN THE LITTLE SPARROWS MONTESSORI CO-OP CORNER** and **NO LITTLE SPARROWS SUPPLIES IN THE PHS AREA** (do not accidentally steal the Little Sparrow's vacuum cleaner)
- ☐ 8 Art-Maker-Sibling Club supplies boxes — *on the tall shelf*
 - ☐ 1 power strip — *on the tall shelf with the Art-Maker-Sibling Club supplies boxes*
- ☐ 6 boxes of theatrical costumes and props – *underneath the counters*
- ☐ 2 clothes racks of theatrical costumes
- ☐ 7 Corsi-Rosenthal Boxes — *6 on the counter, 1 on the library cart*
- ☐ 1 portable HEPA air filter — *under the counter*
- ☐ 1 filter for the the portable HEPA air filter — *on top of the tall shelf with the Art-Maker-Sibling Club supplies boxes*
- ☐ 1 library cart *with the Corsi-Rosenthal Box for Room 116* — *in front of the theatrical costumes, props, and scenery*
 - ☐ 2 name badge trays — *these are the **last items returned to the closet** — on the library cart*
 - ☐ 1 large box of donated N95/KN95/KF94 respirator masks — *on the library cart*
 - ☐ 1 bottle of hand sanitizer — *on the library cart*
- ☐ 1 coffee table bench *for the Onsite Volunteer Station* – *in front of the clothes racks*
 - ☐ 1 Onsite Volunteer File Box — *on top of the bench*
 - ☐ all PHS signage — *filed in the Onsite Volunteer File Box — including east entrance and signage for all 3 restrooms*
 - ☐ 1 table sign (for Quiet Study) — *filed in the Onsite Volunteer File Box*
 - ☐ **this checklist** *on top of the Onsite Volunteer File Box — **easily visible** to next week's volunteers*
 - ☐ 1 three-drawer rolling cart *for the Onsite Volunteer Station* — *on top of the Onsite Volunteer bench*
 - ☐ 1 shoebox of donated N95/KN95/KF94 respirator masks — *on top of the three-drawer rolling cart*
 - ☐ 1 sheet *for covering the foosball table in the Fellowship Hall* — *on top of the shoebox of masks*
 - ☐ 1 Lost & Found cardboard box — *on top of the Onsite Volunteer bench (post photo of new items via the Forum)*
 - ☐ 1 storage box *for the Onsite Volunteer Station* — *on the Onsite Volunteer bench's shelf*
 - ☐ 1 corkboard *for the Onsite Volunteer Station* — *on the floor behind the Onsite Volunteer bench*
- ☐ 2 floor signs — *from the east and south stairs — placed near the west counter*
- ☐ 2 PHS vacuum cleaners — *parked near the west counter (do not steal Little Sparrows Montessori Co-op's vacuum)*
- ☐ 8 **restocked** Cleanup Kits: 114, 115, 116, 119, 120, 121, Kitchen (*Kitchen only if there is a cooking class*)
- ☐ 3 portable whiteboards — *kept on the counter behind Corsi-Rosenthal Boxes.*
- ☐ 1 easel *for holding the kitchen whiteboard* — *on counter in front of theatrical backdrops*
- ☐ 1 disassembled dustmop (*blue*) — *in corner by door*
- ☐ 1 broom with dustpan — *in corner by door*
- ☐ 2 Swiffer Sweepers — *in corner by door*
- ☐ **Return the scuff mark remover to the FUMC utility closet** — *between the two north hall restrooms (tennis ball on a stick)*
- ☐ **NO PHS SUPPLIES IN THE LITTLE SPARROWS MONTESSORI CO-OP CORNER** and **NO LITTLE SPARROWS SUPPLIES IN THE PHS AREA** (do not accidentally steal the Little Sparrow's vacuum cleaner)



PARKING LOT

NORTH LAWN

SOUTH LAWN



WEST LAWN



PLANET
HOMESCHOOL