

Congregation Beth Ami Cleanup Guidelines

General Cleanup

Place all trash into the garbage or recycling containers.

Empty the garbage and recycling containers into the outside bins. (Bin on right is for garbage; bin in left is for recyclables.) Put clean bags into the containers.

Wash and return within 3 days any dirty tablecloths. Fold and put away clean tablecloths.

Sweep floor and wash up any spilled food or drink. Broom and dust pan are in the custodian's closet.

Return to original position any chairs, tables, or other furniture that are moved.

Turn off lights, including in the bathrooms.

Kitchen Cleanup

[See *Guidelines for Kitchen Use* for detailed instructions]

Leftover food. If you wish to keep any leftover food, either take it with you or clearly mark that you will be returning for it later. It is assumed that any unmarked food in the refrigerator or freezer may be used by anyone who wishes.

Wash and put away all kitchen items you used, including coffee pots.

Wipe kitchen table.

Make sure the oven and all burners are turned off.

Take with you any dirty towels and wash and return within 3 days.

Close and pull tight the door from the kitchen to the outside. Turn off the light and make sure the inside kitchen doors are locked and closed.

Locking the Synagogue

If the event is not during normal business hours, someone must be in charge of locking the synagogue. This person must check with the office to make sure they understand how to close the synagogue and set the alarm.

While a key to the synagogue is not necessary to lock the synagogue, the person in charge of locking should have one since it may be necessary to re-enter after the alarm has been set.

Before locking, check that the doors to rooms 10, 11, 12, and 13 are locked. Using the allen key, release the catches on the two doors on the Friedman Center side and the three doors on the courtyard side (this includes the handicapped door). Pull each door to make sure it is fully closed. Check that the other doors (one in the sanctuary and one in the social hall) are pulled close. Turn off all lights, including the bathrooms.

Set the alarm and exit the building.