

CLEANING

Please check off and sign in on work sheet the time you worked. Supplies are in the in the closets in the bathrooms, cleaning supplies are in the store room. If you notice something else not on the list, feel free to add and complete it. If supplies are needed, please contact Chris or Jerry Nelson.

Name	Date Completed	Weekly
Training Building which includes Entry Area, Storage Area, Two Bathrooms, and Office		
		Bathrooms: <ul style="list-style-type: none"> • Clean toilets, mirrors, and sinks • Make sure there is toilet paper, hand paper towels, and hand soap • Empty bathroom trash • Sweep and Swiffer the bathroom floors
		Office: <ul style="list-style-type: none"> • Tidy up area and wipe/dust all surfaces • Empty office trash • Restock water in the refrigerator • Sweep and Swiffer the office floor
		Main Training Area and Storage Room <ul style="list-style-type: none"> • Organize the Storage Room – put things away • Tidy up the shelving/crate area • Wipe down window woodwork and other surfaces • Clean mirrors • Vacuum training area – EMPTY the bag in the Trash Can outside
		Entry Area <ul style="list-style-type: none"> • Sweep and Swiffer floor and Vacuum Rug • Empty trash put in outside Trash Can and replace the bag
Annex (every other week)		
		<ul style="list-style-type: none"> • Clean Toilet, mirrors, and sinks
		<ul style="list-style-type: none"> • Restock Water in the refrigerator
		<ul style="list-style-type: none"> • Put all equipment away that is out (tunnel, tunnel bags, etc.)
		<ul style="list-style-type: none"> • Put away thing that are on the counter. Put in drawers.
		<ul style="list-style-type: none"> • Wipe down all surfaces in main room, kitchen, and bath, and utility room
		<ul style="list-style-type: none"> • Vacuum or sweep all floors
		<ul style="list-style-type: none"> • Empty trash
Outside		
		<ul style="list-style-type: none"> • Mowing
		<ul style="list-style-type: none"> • Trimming around the fence
		<ul style="list-style-type: none"> • Pull weeds
		<ul style="list-style-type: none"> • Fill poop bag dispenser if necessary
		<ul style="list-style-type: none"> • Pick up trash in parking lot (gum, cigarette butts, poop, etc)
		<ul style="list-style-type: none"> • Salt icy spots in winter
Quarterly		
		<ul style="list-style-type: none"> • Move all crates and vacuum and mop under them
		<ul style="list-style-type: none"> • Move agility equipment away from the wall and vacuum and mop
		<ul style="list-style-type: none"> • Use scrubber on matted floor, CLEAN the brushes on the Scrubber for next time.