

ATTENTION SWEEPERS

At the end of your shift please check your barrels and carts to make sure they are **stocked and clean!!!**

- ♣ Put **all** cleaning towels (dirty & clean) away.
 - ♣ Refill Chemicals **if** needed.
 - ♣ Empty and **replace** your trash liner.
- ♣ Make sure your **cart or barrel** is fully stocked with **all** required supplies.
 - ♣ Clean the **outside** of your vacuum.
 - ♣ Properly wind your **power** cord.
- ♣ Please report **all** **maintenance** concerns to the **Senior Sweeper i.e.** burned out lights, stained ceiling tiles, etc.

Please Help Keep This Custodial Closet Clean!!!