

## BINGO clean up checklist

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### **1. Clean all trash off tables**

- a. Leave 2 small envelopes, programs and 2 small trash bags on each section of table.

### **2. Dust mop/sweep under all tables and aisles.**

### **3. Empty all trash cans and replace with large bags.**

- a. Make sure no BINGO computers have been thrown away in trash cans.
- b. Place all trash bags into compactor.

### **4. Wipe down all table tops with mild bleach solution**

### **5. Spot mop entire hall of all spills and spots.**

- a. Concentrate area around coffee maker.

### **6. Clean bathrooms**

- a. Refill TP and paper towels.
- b. Make sure floor is clean and mop if necessary.