

# Just Do It

## Any time:

Check dishwasher; put away clean dishes

## First Day:

### Before Meeting:

Open sign in parking lot re: parking at Gaenslen  
Check dishwasher  
Turn on light in display case  
Start the coffee & hot water  
Turn on fan (red light) in the worship room

### After Meeting:

Lend a hand with clean-up  
    Fill & start dishwasher  
    Hand wash pots or large dishes  
Take kitchen & restroom trash out to carts  
Put new liners in trash cans  
Restock restrooms for weekday users  
    (supplies in closet between restrooms)  
Prop open restroom doors to allow ventilation  
Spot vac carpet if crumbs  
Return guest book, name tags, etc to desk drawer  
Take home cloth hand towels to wash, fold & return to supply closet  
Neaten library, meetingroom, lobbies  
Close sign in parking lot re: parking at Gaenslen  
Report supply needs or problems to steward  
Check doors are locked: 2 on deck, north stair landing and lower east  
Turn off all lights

## First Saturday of the Month:

9am-noon work together caring for the meetinghouse and land

Noon potluck lunch

Sponsored by the Koenen Land Preserve & Meetinghouse Committees