

Daily Building Start-Up Routine

- Turn on the lights - office 5, lobby, and ambassador desk
- Check the kitchen - make sure it is clean, dishwasher is available (if it is clean, put away the dishes), and the coffee maker is ready for if people want coffee
- Check office trash and recycling, take out if full
- Make sure toilet paper and paper towels are available in both bathrooms
- General cleaning - disinfect work surfaces, frequently used handles, switches, etc. with Seventh Generation Disinfecting Multi-Surface Cleaner (or something similar)
- Be welcoming and helpful to new guests