

Instructions for Restroom Clean Up During Festival

Soap and paper supplies are into the photocopy room. Ask the restroom workers to replace toilet paper when there is 1/4" left. Leave all the "end of the roll" toilet paper in a bucket by the bathroom supplies to be recycled.

Have all workers sign the bathroom inspection/service chart each time they check the bathrooms. Health permit application ask how often bathrooms are serviced.

Workers should "step down" the bathroom trash, take trash out to FRONT DUMPSTER when filled.

There will be a small broom and pick up pan in each bathroom. The paper towel keys are in the right hand drawer in the telephone room. Those keys are the only full set we have. They **MUST BE RETURNED** to that right hand drawer after each use. Linda Kusuda would like to show the volunteers how to use two of the T.P. keys.

Bathrooms by the gym:

- Toilet paper - use the shower curtain holder to slide open the T.P. holders (or use your fingers).
- White Paper towel holder - use the small key with the "cross" to open. **DO NOT FORCE THE KEY TO TURN**, it will break.
- Silver paper towel holder - use small round top brass color key.

Bathrooms by classrooms:

- Black Toilet paper holder - use flat key with a 1/8" right angle extension, find the small depression on the side of the holder and push that extension into the depression. This will release the spring. To re-insert the holder, push in the small metal pin. Be sure the pin slips back into its slot.
- Silver Toilet paper holder - use the shower curtain holder and push in the clip to release the holder. Be sure the holder is secured or in "locked" position before leaving.
- Side-by-side paper towel holder - use the round brass key. Be sure to weave the first paper towel with the remaining paper towels.
- Single paper towel holder - use the brass key with angled /beveled top. Weave new towels in with the remaining towels.

There is a red handled deodorizer used for spraying around and in urinals. This is located by the soap.

Be sure to check bathrooms before 5:00 pm - before the heavy use time between 5:00 - 7:00 pm.