

EWC Meetings	
Set Up, Clean Up Tasks	
Set up tables, chairs	Janitor
Put out flags, name tags, donation jars, microphone, signin book (all in office)	Janitor
Turn on coffee machine	
Turn on printer (use power strip button)	
Make coffee, hot water; put in carafes	
Put tablecloths or place mats on tables	
Decorations	
Put out sugar, cream, creamer, tea, s&p	
Put out silverware, napkins	
Put out food, drinks	
Turn on mic	
Collect money (for meal, etc)	
Put away decorations	
Clean up trash & recyclables	
Put away sugar, cream, creamer, tea, s&p	
Remove tablecloths, take home to wash if soiled.	
Count money collected (2 people); put in envelope, then in lock box upstairs for Fin Secy (need upstairs key)	
Wash dishes	
Put away dishes	
Clean stovetop, oven, microwave	
Clean countertops	
Check bathrooms	
Turn off printer (use power strip button)	
Lock office, kitchen cupboards, upstairs	
Turn off fireplace, heater, lights	
Lock back & front doors	
Put away: flags, name tags, donation jars, mic, signin book	Janitor
Put up tables, chairs	Janitor
Take out garbage, recycling	Janitor
Clean floors	Janitor
Replace toilet paper, paper towels	Janitor

06/26/2017