Proper Dishwashing Procedures:

1. Special Duties: grab TWO clean wash cloths and TWO clean towels from the linen cupboard
2. Dish Washer:
	1. Place stopper in one sink, and fill 2/3 full of hot soapy water. Only use a toonie-sized amount of dish soap – *you don’t need much!*
	2. Leave second sink empty as hand-washing/rinsing sink
	3. Place drying rack on counter beside the empty sink
	4. Pre-rinse the really dirty dishes if needed
	5. Wash dishes from cleanest to dirtiest, rinse dishes, place them in drying rack
		1. Be brief when rinsing – *try your best not to waste water!*
3. Dish Dryer:
	1. Inspect dishes to make sure they are fully clean
	2. Put dishes away in correct spot
	3. Check all cupboards/drawers to ensure everything is away properly
	4. Open all cupboards/drawers for a unit check
4. Dish Washer wipes and dries the rack and places it neatly in its spot
5. Unit Manager politely asks teacher for unit check, then places dirty linens in “dirty” laundry basket (blue bin) *AFTER* *THE UNIT CHECK IS DONE*

Proper Laundry Procedures:

1. After Unit Check has been completed, Unit Manager places used linens in the “dirty” laundry bin (the blue one)
2. Before the class leaves for the day, one of the Special Duties people must start the laundry
	1. Place dirty laundry in the washing machine
	2. Add approx.. 30mL/2Tbsp detergent to the compartment at the top left of the washer
	3. Push the “On” button on the washer
	4. Turn the dial to the “Normal” setting at the top middle, then press START
3. Once laundry has finished in the washer, switch to the dryer
	1. Push the “On” button on the dryer
	2. Turn the dial to the “Normal” setting at the top left, then press START
4. Once laundry has finished in the dryer, pull the load out into the clean bin (the white one)
5. Special Duties people must fold the linens and neatly put them back in the cupboard