

## SSS Kitchen CLEAN OUT & SUPPLY STOCKING PLAN

1. At least two times in the month on a Friday send an email in the morning warning people and then in the afternoon clean out the fridge and freezer. This means tossing anything that looks old or has no dated label or an outdated label and wiping down the in and outside of the fridge. Yes it means tossing peoples lunch boxes and containers. As you remember when we did not do this the fridge at our old place became a health hazard.
2. Checking the kitchen for needed supplies - soap, sponges etc and letting Heather Faubert know what we are low on.
3. Straightening, organizing the pamphlets, books, bulletin board etc.
4. Wiping down the microwaves, counters etc.

### 2008

January - RISK/Records Management  
February - Communications  
March - CAPIT/SSSC  
April - Arts/Sub Coordination  
May - IRS  
June - Library Services  
July - RISK/Records Management  
August - Communications  
September - CAPIT/SSS  
October - Arts/Sub Coordination  
November - IRS  
December - Library Services

***Managers please note your month(s) on the calendar and be sure your team has a plan in place to do your duty!!***

**THANKS TO ALL THIS HAS BEEN WORKING WELL**