



Writing Barn

Where to Find Items and Cleaning Checklist

Under the sink are cleaning supplies and more paper towels. There is a supply of extra bath tissue in the bedroom. Table cloths are located in the shelves in the Barn bedroom.

Mop, Swiffer mop, and broom are kept in the Barn bedroom. If a regular mop is used, there is no bucket—just use one side of the sink.

Temperature panel is on the right side of the bookcase.

Cleaning Checklist

- Close and put away all folding tables that have been used.
- Wash, dry and put away all dishes that have been used in the course of the day.
- Wipe off counter tops and sink.
- Remove all garbage and recycling. The garbage and recycling containers are at the back of the homeowners' house, where their cars are parked. The large brown container is for trash, and the large blue container for recycling.
- Sweep and mop. (Broom, Swiffer mop, and mop are in the corner of the back bedroom. Cleaning supplies are under kitchen sink.)
- If tablecloths are used, they are folded and returned to their cubby in the bedroom. If soiled, they are to be placed on the large green chair after cleaning.
- If decorative books are used in food arrangements, they are to be wiped down and returned to area. Same for the apothecary jars.
- Check grounds for any trash and other things left by party goers.
- Sweep off the back deck and place deck furniture back where it goes.

Have a wonderful Writing Barn event! We're thrilled to have you here!

Best,

Bethany Hegedus

Creative Director, Writing Barn