

# Have 15-20 minutes to spare at drop-off or pick-up?

We would love help with these ongoing tasks!

- **Laundry**
  - gather dirty laundry
  - start/transfer load(s)
  - fold/distribute clean items
- **Trash/Recycle**
  - gather trash or recycle from each room and take to dumpster or recycle bins out front
- **Soap/Supply Refills**
  - refill hand soaps in bathrooms
  - check toilet paper and hand towel supplies in bathrooms
- **Light Cleaning**
  - Sweep common areas
  - Wipe down bathroom counters
  - Clean front glass doors
- **Book Shelving**
  - Shelve returned books in library/hallway

**Ask Bailey if you need a quick orientation!**