

Keep the area around the kitchenette sink clean and dry at all times.

Thoroughly wash all dishes and cutlery after use.

Keep dish washing sponge/handle in its container after use.

All washed items that have dried overnight should be put away into the cupboard each morning.

Discard old food from the fridge into the waste bin under the sink.

Clean the coffee machine steam wand, porta filter and filter basket after every use.

Empty coffee waste bin every Friday before COB per the calendar roster.