

## DUTY 21 - TEA TOWELS, CLEANING REQUISITES & PAPER TOWEL DISPENSERS

### Daily

- Replace all tea towels daily – wash as needed to ensure supply.
- Use the following settings on the washing machine:
  - Select Cotton program on dial and select the following options using the buttons:
    - Time Save
    - 95 degrees
    - 1400 spin
- Dry tea towels in dryer - do not hang in drying room as they can come into contact with people and/or clothing
- Fold and replace tea towels in kitchen drawers

Re supply paper towel and cleaning supplies as required in kitchen. (supplies in laundry and basement storeroom)