

Donut Stand Closing Checklist

1. Put fridge with cash register back into the office and plug the fridge in.
2. Throw away any left over day old bagels/donuts. Clean the container and put any leftover fresh bagels/donuts in the clean bins.
3. Empty any remaining coffee and throw away used filter and grounds. Clean out the coffee pot with soap and water and place them back in the office to dry.
4. Put donut sign back into the office.
5. Bring anything that's out back into the office, including napkins, unused cups, creamer, chips, candy, etc.
6. Restock the fridge with soda, water, juice...whatever it is we currently have.
7. Make a note of anything we're low on, there will be a piece of paper on the wall behind the office door for that.
8. Return the table into the lounge.
9. Return the office key to Debbie on the third floor.