

Work Exchange Shift Checklist

Earth Floor

Lobby:

Straighten and organize props, desk, shelves, and area behind desk.

Organize boutique/retail area items

Change flower water

Dust all surfaces, including window sills and baseboards. Clean doorknobs.

Sweep outside sidewalk and entrance path.

Changing Area & Bathroom:

Restock toilet paper, tissue, hand towels and paper cups. Re-fill soap. Re-stock tampon/pads

Re-stock rental towels

Clean toilet

Clean bathroom mirror and window between studio and lobby.

Fill drinking water container

Run and Empty washing machine and dryer as needed.

Damp mop bathroom and changing room.

Organize yoga mats in changing room

If needed wash bath mat

Dust all horizontal surfaces. Clean doorknobs.

General:

Vacuum all floors (under setu bandha benches), corners, and up the stairs.

Take out all trash bins. Paper cups and hand towels to compost. Recycle water bottles.

Trash containers are under entry stairs.

Wellness Services Room:

Dust all surfaces and vacuum.

Earth Studio

Wipe down and organize all props. Including chairs.

Dust all horizontal surfaces including under the chairs, base boards and door knobs..

Leave the heat on

Clean windows and side doors as needed

Bona dust mop (white pad)

Bona damp mop (Blue Pad)

Water Floor
Kitchen:
Keep kitchen clean. Including stove, counters, sink area, and dishwasher. Re-fill soap.
Take out all trash from bins
Run and empty dishwasher
Re-stock dish washing soap and handsoap container.
Prop Area:
Organize and wipe down props, including chairs. Organize blankets, straps and bookshelves.
Bathrooms:
Restock toilet paper, tissue, hand towels and paper cups. Re-fill Soap for hands and shower gel.
Clean both bathrooms (toilet, urinal, shower, and sinks, mirrors)
Clean Mirrors and wipe down sink area as needed.
Empty Laundry basquet and take to first floor bathroom. If needed wash bath mat.
General:
Dust all horizontal surfaces in kitchen, hallway, bathrooms and under benches.
Vacuum or sweep all floors and stairs up to 3rd floor (only if no class is in session)
Damp mop all floors
Water Studio:
Wipe down and organize all props. Including chairs.
Dust all horizontal surfaces
Clean windows as needed
Clean glass door leading into studio and doors that open to Divisadero St.
Bona dust mop (white pad)
Bona damp mop (Blue Pad)
Wipe down and organize all props. Including chairs.
Dust all horizontal surfaces including under the chairs, base boards and door knobs..
Leave the heat on
Clean windows and side doors as needed
Bona dust mop (white pad)
Bona damp mop (Blue Pad)

Air Floor
Office:
Dust all horizontal surfaces, including desks
Vacuum all floors and corners
Take out all trash from bins
Clean windows as needed
Bathroom:
Clean bathtub/shower and toilet
Clean mirrors and wipe down sink counter as needed
Restock toilet paper, tissue, hand towels and paper cups. Re-fill soap and Shower Gel.
General:
Bona damp mop (Blue Pad) bathroom and hall
Air Studio:
Wipe down and organize all props.
Dust all horizontal surfaces including under the shelves, base boards, door knobs, and window sills.
Clean glass divider and door leading into studio
Clean windows as needed
Bona dust mop (white pad) + vacuum off dust
Bona damp mop (Blue Pad)
Bottle of cleaner and rags need to be replaced for Mysore. Spray bottles are filled with water to clean after the Mysore practice.
Note: Trash needs to be taken out to the street on Sunday evening for Monday morning pick-up. The trash bins are located underneath the front area staircase.