

CIT HOW-TO:

Laundry

Washer

1. Shake out all towels to clear them from sand before putting them in the washer.
2. Detergent goes in before the laundry. The amount of detergent needed depends on the amount of laundry being washed. Read the detergent instructions located on the side of the container for more information.
 - a. Typically: for a small load fill to the first line on the detergent lid, for a large load fill to the second line on the detergent lid.
3. Pour detergent directly into the washer.
4. Place laundry into the washer.
5. Close the lid.
6. Set the temperature to “Warm”.
7. Set the settings to “Normal”.
8. Set the deep fill and rinse settings to “Auto”.
9. Press the power button. You may have to hold for a few seconds.
10. Press the start button.
11. Sweep up all sand from shaking out the towels.

Dryer

1. Make sure the lint filter has been cleaned out. Lint filter is located at the front of the dryer with the label “Clean after each use.” Throw lint away in trash.
2. Make sure the dryer balls are in the dryer, there should be six.
3. Place laundry in dryer.
4. Shut the lid.
5. Press the power button.
6. Set the settings to “Normal”.
7. Press the start button.

Folding Laundry

1. Towels go in the locker area on the 5 tier shelf on the third shelf.
2. Cleaning rags and microfiber towels go on the shelf in the laundry room labeled "Cleaning Supplies".
3. Lost and found clothes go in the lost and found bin in the laundry room.

Dishes

Hand Washing

1. Using **WARM water**, rinse dish in the sink.
2. Apply a small amount of dish soap to the dish.
3. Use a sponge or scrubber to scrub the entire dish with soap.
4. Rinse the dish with warm water until all of the soap is gone.
5. Use a towel to dry the dish thoroughly.
6. Place the dish in the correct cabinet.

Dishwasher

1. Ensure the dishwasher is “dirty”
2. Place all dirty dishes in the dishwasher.
 - a. Bowls and cups should be facing upside down.
3. Place the dishwasher pod (box under the sink) in the area labeled “Detergent” and slide it shut.
4. Close the dishwasher.
5. Press the power button, you may have to hold a few seconds.
6. Select the “Normal” button.
7. Press the start button.
8. Slide “dirty clean” slider to Clean to indicate the dishes inside are clean after the cycle is complete.

Rinsing Field Gear

Seining

1. Lay out all the gear (buckets, seine net, dip nets, clear tank) on the black tables in the gear washing station.
2. Using the hose, rinse off all the gear. Make sure to turn the nets over and the bucket upside down to dry.
3. Once the gear is dry, put everything back in their designated spot.

Snorkels

1. Rinse each mask and snorkel making sure to spray water through the snorkel as well.
2. Lay the snorkels on the black tables at the rinsing station to dry.
3. Once the masks and snorkels are dry, return them to their home. Make sure to attach any snorkels that may have come off a mask.

Plankton Tows

1. At the rinsing station, take the bottle that is attached to the plankton tow off.
2. Rinse the plankton tow “net” and hang to dry.
3. Rinse the bottle and leave it to dry upside down.
4. Once both pieces are dry, return them to their homes.

Cleaning the Bathrooms

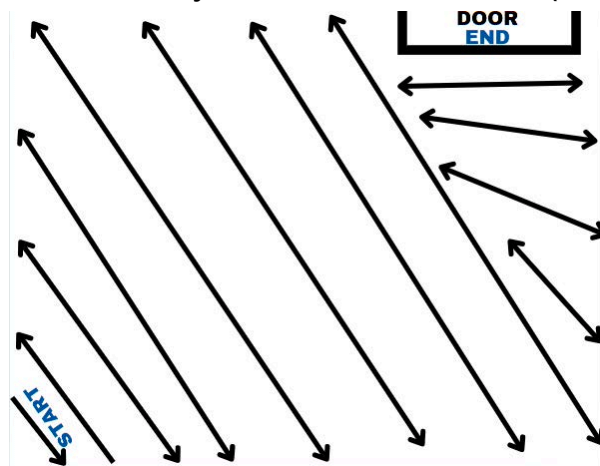
1. Using a microfiber towel and glass cleaner, spray the glass cleaner on the mirror and wipe off completely. If any cleaner is left of the mirror, there will be streaks on the mirror when it dries.
2. Using a microfiber towel and all-purpose cleaner, wipe down the entire sink area and all of the sinks. Including the faucet, drain, and under the soap dispensers.
3. Refill the soap dispensers if needed. Soap refills are located on the top shelf of the five tier shelf in the locker area by the kitchen.
4. Refill the paper towels. Paper towel dispenser key is in the bowl on the bookshelf in the office. Extra paper towels are located on the five tier shelf in the locker area (Front). Key and extra paper towels is in the white cabinet. (Back)
5. Refill all toilet paper holders (there should be two rolls per dispenser).
 - a. Key is in the bowl on the bookshelf in the office (Front). Key is in white cabinet in each bathroom. (Back)
 - b. Unlock the dispenser, each holder slides out of the bottom of the dispenser. Take out old toilet paper roll and recycle, replace with new roll and slide back into the top of the dispenser.
 - c. Shut the dispenser and lock it. Put key back in the bowl on the bookshelf in the office. (Front) Put key back in the white cabinet. (Back)
6. Using a different rag or microfiber towel and all purpose cleaner to clean each toilet. Rag used should not be the same one used for cleaning the sinks or mirrors.
 - a. Make sure to wipe all parts of the toilet including under the lid and toilet seat.
7. AS NEEDED: Take out the big trash and the small paper towel trash, put in big trash bins behind the building. Replace trash bags.

- a. Big trash bags are located under the sink in the staff kitchen. (Front) Big trash bags are located under the clean sink. (Back)
 - b. Small green trash bags are located on the shelf on the five tier shelf in the locker area. (Front) Small green trash bags are located in the white cabinets in each bathroom. (Back)
8. Using a broom and dust pan, sweep entire bathroom.
9. ON FRIDAYS: Using a mop and floor cleaner, mop entire bathroom.
 - a. See “Mopping” section for instructions.

Mopping

Front

4. Get yellow mopping bucket from the locker area and the mop from the bucket or in the supply closet in the kitchen.
5. Get floor cleaner from the cabinet labeled “Cleaning Supplies” in the laundry room.
6. Add water from the shower or sink to fill the bucket half way.
7. Pour a small amount of floor cleaner directly into the yellow mop bucket that’s filled with water.
8. Dip in the mop to the cleaning solution, then place the mop on the top of the bucket area used to squeeze excess liquid out.
9. Pull the black handle down to squeeze the mop and remove excess liquid.
10. Begin mopping floor area.
 - a. Place mop directly on floor.
 - b. Ways to mop the floor: Either push the mop away from you then pull in back toward you (\updownarrow motion) or start on one side of your body and make a swipe motion from side to side (\leftrightarrow motion).
 - c. Start in the part of the room furthest from the door, mop the room until you reach the door. (example below)



11. Between each room/space or when it appears the mop is running dry, repeat steps 5-7.

12. When entire area/building has been mopped, dump the dirty mop water into shower, use shower head to rinse the mop and the bucket.
13. Store the clean mop bucket and mop in the locker area to dry.

Back

1. Get yellow mopping bucket and mop from the art room.
2. Get floor cleaner from the cabinet labeled "Cleaning Supplies" above the clean sink.
3. Add water from the shower or sink to fill the bucket half way.
4. Pour a small amount of floor cleaner directly into the yellow mop bucket that's filled with water.
5. Dip in the mop to the cleaning solution, then place the mop on the top of the bucket area used to squeeze excess liquid out.
6. Pull the black handle down to squeeze the mop and remove excess liquid.
7. Begin mopping floor area.
8. Between each room or when it appears the mop is running dry, repeat steps 5-7.
9. When entire area/building has been mopped, dump the dirty mop water at the bottom of the ramp, then use the hose to rinse the mop and the bucket.
10. Store the clean mop bucket and mop in the art room to dry.

Make a Deck of Cards

A complete deck of cards contains:

52 Cards

Hearts (Red) ♥

- Ace
- King
- Queen
- Jack
- Numbers 2-10

Spades (Black) ♠

- Ace
- King
- Queen
- Jack
- Numbers 2-10

Diamonds (Red) ♦

- Ace
- King
- Queen
- Jack
- Numbers 2-10

Clubs (Black) ♣

- Ace
- King
- Queen
- Jack
- Numbers 2-10

Preparing the Coolers

Make Gatorade

1. Get orange 10 gallon jugs from the lab.
2. Make sure the jug is labeled gatorade.
3. Fill halfway with ice from the lab.
4. Fill the rest of the way with water from the sink.
5. Dump the entire gatorade powder container into cooler.
6. Stir well using a large white spoon.
7. Wash white spoon in the kitchen (follow hand-washing instructions) and put back on the shelf once dry.

Make Hot Chocolate

1. Get milk and cookies mug from the kitchen table.
2. Dump one hot chocolate mix into the mug.
3. Give mug to a counselor to fill with hot water.
4. Stir well with a spoon to combine hot water and hot chocolate mix.

Make Lemonade

1. Get orange 10 gallon jugs from the lab.
2. Make sure the jug is labeled gatorade/lemonade.
3. Fill halfway with ice from the lab.
4. Fill the rest of the way with water from the sink.
5. Dump the entire lemonade powder container into cooler.
6. Stir well using a large spoon.
7. Wash white spoon in the kitchen (follow hand-washing instructions) and put back on the shelf once dry.

Macrame

Starting Knot For All Bracelets



Cutting and Tying 3 String Bracelet



1. Measure out an arms length of 3 strings (up to 3 colors) and cut.
2. Tie a basic knot to tie all three strings together, leave enough room above the knot to have room to tie the bracelet together when finished.
3. Clip the 3 string bracelet on clipboard, holds the best when clipped on the knot part of the bracelet.

Cutting and Tying 4 String Bracelet



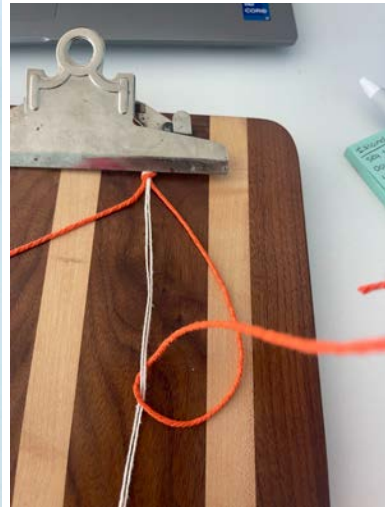
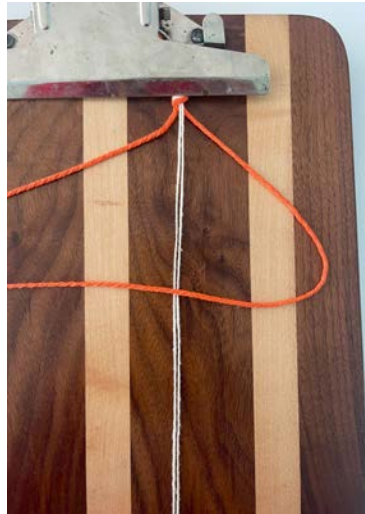
1. Measure out half of your wingspan length of two strings.
2. Fold two strings to create four strings. Two of the strings should be half the length of the other two strings.
3. Tie a starting knot (see “starting knot for all bracelets” section).
4. Attach the 4 string bracelet to a clipboard, holds the best when clipped on the knot part of the bracelet.
5. Tape the shorter two strings down with a piece of tape.

Bracelet Examples

Braid (3 Strings)



Zipper (3 or 4 Strings)



Cleaner and what it's used for



All Purpose or Multi-Purpose: Wipe down surfaces, counters, toilets, desks, etc.



Glass Cleaner: Mirrors, windows, van windows



Toilet Cleaner: Squeeze around the inside of toilet bowl, scrub bowl with the toilet brush



Floor Cleaner: Mix with water for mopping floors