

Week 9: Homework Station / Dinning Room

Checklist:

- Go through all the files and toss the ones that no longer apply
- Set up new calendar
- Toss all the broken pens, rollers or any other supplies that need to be replaces.
- Restock batteries, pencils, highlighters, paper, Q cards etc.

In the Dining Room:

- Go through the drawers and take thing that don't belong in the drawers out either toss them or put them away where they belong
- Declutter liquor cabinet - get rid of old wine and hard liquor that has been sitting there for a while. Toss any empties that have been left behind.
- Look through your glass wear and toss any that are chipped.