
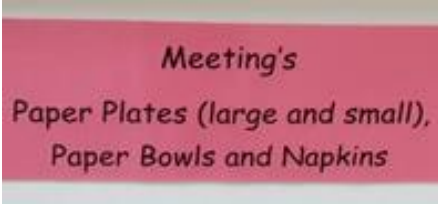



What's Where in the Meeting House?	
Library	coffee (ground and instant) tea (variety of tea bags) sugar cubes creamer electric coffee pot tea/coffee cups (limited number)
Downstairs kitchen	electric coffee pot For activities in the Meeting House, take what you need from the schoolhouse kitchen and, of course, clean and return.
What's Where in the Schoolhouse?	
Kitchen pantry 	dish detergent (hand wash) dish towels table cloths dish pans for washing dishes trash bags (non-compostable) tablecloths (in a large plastic bin)
Kitchen cabinets and drawers	Most of what you need is in the cabinets and drawers to the right of the sink—flatware, cups, glasses, pitchers, regular plates. Trash and recyclables should be taken out after each event--trash and recycle bins are beside the schoolhouse next to driveway.
Kitchen cabinet for Meeting use 	compostable plates (for use if composting) paper napkins compostable garbage bags NOTE: Compost waste should be taken to Eubanks Recycling Center (see over). All food waste can be taken including meat, fish, dairy. Paperware can be composted if it is not plastic coated even if it is not certified compostable (it goes to a commercial composter).
broom closet 	halfway down the classroom hallway on right – key on hook above door vacuum cleaner broom dust pan

Notes and Information	
General Notes	<ul style="list-style-type: none"> • Clean what you use and return to where you found it, and leave the area as good as or better than before. • If you notice that we are running low on something (e.g., coffee, compostables, etc.) please let the Hospitality Committee know so that we don't run out (Buzz Borchardt 919-593-7280, friendbuzzb@gmail.com)
Meeting House	<ul style="list-style-type: none"> • For questions regarding the Meeting House and instructions on locking up if you need them, contact John Hite 919-929-5377 resident@chapelhillfriends.org or johnthequaker@yahoo.com
Schoolhouse	<ul style="list-style-type: none"> • If you use dish towels or table cloths, please wash them at home and return ASAP. • Because of a history of breaking, if the blinds in the Multi (Meeting Room) are down it is best to leave them down (but open). • For questions regarding the schoolhouse and instructions on locking up if you need them, contact Brad Kershner 415-519-7370, bkershner@cfsnc.org or kershner.brad@gmail.com

Where to Take Compost?

Orange County Waste and Recycling Center at **1514 Eubanks Road**. The compost bins are at the back of the recycling center

IMPORTANT NOTE: Strictly speaking, the recycling center is for household use and not for organizations, but we have permission from the Outreach Coordinator at Orange County Solid Waste Management to bring our compostables there “as an individual” (best not to say to staff there that you are from an organization) because of our relatively small amount. Please check bag before closing that it contains **only** compostable items. The sign at the recycling center says “No Bags”, so it is probably best to use an ordinary plastic trash bag and empty its contents into the bin. If you use a certifiably-compostable bag you can show the label on the bag if attendant questions it. Following is their current schedule, which you can find at <http://www.orangecountync.gov/1149/Waste-Recycling-Centers>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM-6 PM	7 AM-6 PM	CLOSED	7 AM-6 PM	7 AM-6 PM	7 AM-5 PM	1-6 PM

