

Maryhill Renewal Center

6/10/2019

Common Questions

What needs to be done in case of an emergency?

If there is an emergency, for Fire, Medical, or Police, call 911. Maryhill's address is 600 Maryhill Road, please also provide the 911 operator with your room number. Send someone out to the driveway to watch for the Emergency Personnel, if it is safe. Only after this has been done, notify Dcn. Luke White @ 318-542-1707 or Paul Andries @ 318-792-1570; Do not contact the Maryhill staff if you have not contacted the Emergency Personnel first. For any other needs, please contact your Group Leader according to their instructions.

What does Maryhill provide?

Guest Rooms: Appropriate bed linens, pillows, blanket, and heavy spread only.

Kitchen/Dining: includes Dishwashers, icemakers, standard cafeteria and commercial kitchen equipment, washable plastic plates, utensils, pots, pans, baking sheets. Most everything needed for cooking and serving. Coffee makers with filters, coffee, hot chocolate, sugar and powder creamer are provided. **(No coffee cups or drinking glasses of any kind provided.)**

Public Restrooms: Toilet Tissue and Paper towels. **(Not provided at guest rooms.)**

What will you provide?

Guest Rooms:

Towels and face cloths, soap, facial and toilet tissue, shampoo and personal toiletries.

Kitchen/Dining/Meeting Rooms:

All disposables including paper towels, plates, cups, drinking glasses, napkins, dish soap and all cleaning supplies.

What are the cleaning requirements?

Final Cleaning of the entire campus and facilities is the responsibility of the User; regardless who does the work.

Guest Rooms:

Final cleaning includes but is not limited to: Tie up garbage and replace liners. Gather linens and place in bins located in breezeway of the building of which your room is located. Fold bedspread and blanket and place top of closet. Clean toilets bowls with toilet bowl cleaner inside and clean toilets outside with Lysol wipes. Clean vanity, sink and faucets with Lysol cleaner. Clean floor with Lysol wipes or floor cleaner compatible with floors. Clean tubs with tub cleaner and rinse. Clean mirror with Windex, vacuum carpets and turn off lights. Close door and leave A/C on.

Overall Maryhill Cleaning:

Gather all trash from Buildings 100, 200, 300, Kitchen, Ducote, Thompson Hall, Greco Room, Administration and all bathrooms. Bring and place in dumpster behind cemetery up front, if possible, otherwise place in breezeway or in fenced area for trash behind Kitchen. Pick-up any paper or debris that may be left on site by outdoor activities. Place any equipment used outside back in storage or its original location.

All Buildings:

Vacuum carpets and mop hard floors. Clean sinks, faucets and counter tops with Lysol cleaner. Clean toilet bowls with toilet bowl cleaner inside and clean outside with Lysol wipes. Clean lavatory sinks and faucets with Lysol wipes or disinfectants. Remove stains and wax from carpet. Clean and pick-up tables and chairs. Remove any tape from walls and place all equipment back in its original location.

Additional notes for Kitchen/Dining:

If the deep fryer is used, remove and dispose of the grease (off campus). Wipe down equipment and put away all pots, pans, utensils, etc. Clean kitchen sink of all debris. Remove all excess food from Freezer and Refrigerator and wipe out any spillage. Wash and dry dishtowels, fold and place on shelf. Clean tables, chairs, and serving counter. (Maryhill will drain water from serving line.) Tables may be left in place after cleaning floors. Clean all coffee areas and place any unused products back into their original containers.

All facilities are to be left clean-"Better than you found them, please!"

Thank You!