

Unitarian Universalist Church of Davis
TIPS FOR A GREEN EVENT: SUGGESTIONS FOR RENTERS

Here are a few tips on how to host a green event. Even a few conscious decisions can make a big difference. The most successful way to reduce waste is to avoid producing it in the first place!

Before the Event

1. E-vite your guests. Save money and paper by emailing invitations, printing invitations on the back of used paper, or using post-consumer recycled paper.

2. Prepare local dishes that reduce packaging and limit waste. Buy locally grown produce and ingredients from the bulk section. Bring your own veggie bags and jars to the store or Farmer's Market. In this way, you'll support local farmers, produce a meal with a low-carbon impact, and create less throw-away packaging.

3. Serve water in pitchers and minimize use of packaged beverages. Our well water is delicious, safe, and better for you than soda or other packaged beverages. Instead of bottled water, use our drinking fountains or serve pitchers of water with slices of lemon or other fruit. Avoid purchased drinks, especially those in layers of packaging. Recycling seems great, but it uses huge amounts of energy. Aluminum cans are more efficiently recycled than glass. Glass is more efficiently recycled than plastic and less harmful to the environment.

During the Event

4. Use reusable dishware. Now that we have a commercial dishwasher, use the church dishes; or simply invite guests to bring their own plates and utensils. Green Sanctuary has donated a set of 100 dark blue dishwasher-safe, reusable plastic plates and cold-beverage cups for use in Hedges Grove or on the patio. You may use the church cloth tablecloths, cloth napkins, and dish towels to further reduce the resources consumed. Afterwards, using our on-site machines, please wash, dry, fold and put away any cloth items you used. If you must use paper napkins, use brown paper ones.

5. Recycling, Landfill (Garbage): Zero waste is our goal. We have two 3-piece sets of color-coded 23-gallon plastic containers with removable lids. The Kitchen set includes three under the island counter & one under the island sink. The Social Hall set includes two under the service counter (right end) & two near the drinking fountains. Restrooms have Landfill containers.

- Recycling (GREEN) containers are for metal, glass & plastic (but NOT for #4 Styrofoam or plastic bags). Empty all beverage containers before recycling!
- Recycling (BLUE) containers are for paper (including relatively clean, unwaxed paper plates) & flattened cardboard.
- Landfill (BEIGE) containers are for items that don't fit the above categories.

At the end of your event, empty any full Recycling & Landfill containers (including those in restrooms) into outside bins in the CORRAL north of the Office/Library Building. Wheeled carts for transporting containers to the CORRAL are stored in the closet on the east wall near the drinking fountains. Though plastic trash bags may be needed for Landfill containers, please do not use them in Recycling containers.

After the Event

6. Wash your dishes in a water-efficient manner. Carefully scrape all food waste from plates and pans into a landfill container and then use the dishwasher. For items that won't fit in the dishwasher, use three sinks. The first sink is for soapy water, the second is for clean water with a drop of bleach, and the third is for the final rinse. This system helps to reduce the amount of water required to wash the dishes. Use cloth dishtowels to avoid paper waste.

7. Give Yourself a Pat on the Back. Congratulations! You remembered that UUCD is a Green Sanctuary, took care to minimize the use of packaging and recyclable containers and reduced landfill waste. BRAVO!

Make Your Meeting or Event Sustainable, Cost-free and Easy

(Or: How to bypass the expense, hassle, and unnecessary waste of disposable products)

Item needed	Location of item	Directions for clean-up
<u>Social Hall</u>	Ice machine to right of refrigerator	
Filtered water: Our delicious well water is tested regularly.	SH counter sink & drinking fountains	
Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
(48) 12-ounce glasses	on 4 trays in the cabinet nearest the sink under the SH counter.	Wash full or nearly full loads in dishwasher, dry, and put away. Hand wash remaining dishes. Return to places you found them.
(25) 4-ounce glasses (24) 6-ounce plastic glasses	on trays in drawers near sink of SH counter	See above.
Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
<u>Library</u>	For additional items, see SH list above.	If you remove items from the SH, return them there!
1 pitcher for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	top shelf of middle cabinet filtered water and ice in SH	Wash, dry, and return where you found it. Place wet towels in laundry basket in pantry.
1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in lower cabinet with cutting boards	Return where you found them.
<u>Hedges Grove & Outside</u> (98) 12-oz. reusable plastic cups, dark blue and bright green (105) 8-inch reusable plastic plates Count and replace any missing items. Replacement details in tub.	large labeled plastic tub on pantry shelf Leave signed check-out page in tub or on shelf. Cross off name when you return items.	Cups and plates ok in the commercial dishwasher. Cups in top of regular dishwasher; plates on bottom. Dry dishes and return to tub.

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Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
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Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
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1 pitcher for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	top shelf of middle cabinet filtered water and ice in SH	Wash, dry, and return where you found it. Place wet towels in laundry basket in pantry.
1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
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Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
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1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in lower cabinet with cutting boards	Return where you found them.
<u>Hedges Grove & Outside</u> (98) 12-oz. reusable plastic cups, dark blue and bright green (105) 8-inch reusable plastic plates Count and replace any missing items. Replacement details in tub.	large labeled plastic tub on pantry shelf Leave signed check-out page in tub or on shelf. Cross off name when you return items.	Cups and plates ok in the commercial dishwasher. Cups in top of regular dishwasher; plates on bottom. Dry dishes and return to tub.

Unitarian Universalist Church of Davis
TIPS FOR A GREEN EVENT: SUGGESTIONS FOR RENTERS

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Before the Event

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2. Prepare local dishes that reduce packaging and limit waste. Buy locally grown produce and ingredients from the bulk section. Bring your own veggie bags and jars to the store or Farmer's Market. In this way, you'll support local farmers, produce a meal with a low-carbon impact, and create less throw-away packaging.

3. Serve water in pitchers and minimize use of packaged beverages. Our well water is delicious, safe, and better for you than soda or other packaged beverages. Instead of bottled water, use our drinking fountains or serve pitchers of water with slices of lemon or other fruit. Avoid purchased drinks, especially those in layers of packaging. Recycling seems great, but it uses huge amounts of energy. Aluminum cans are more efficiently recycled than glass. Glass is more efficiently recycled than plastic and less harmful to the environment.

During the Event

4. Use reusable dishware. Now that we have a commercial dishwasher, use the church dishes; or simply invite guests to bring their own plates and utensils. Green Sanctuary has donated a set of 100 dark blue dishwasher-safe, reusable plastic plates and cold-beverage cups for use in Hedges Grove or on the patio. You may use the church cloth tablecloths, cloth napkins, and dish towels to further reduce the resources consumed. Afterwards, using our on-site machines, please wash, dry, fold and put away any cloth items you used. If you must use paper napkins, use brown paper ones.

5. Recycling, Landfill (Garbage): Zero waste is our goal. We have two 3-piece sets of color-coded 23-gallon plastic containers with removable lids. The Kitchen set includes three under the island counter & one under the island sink. The Social Hall set includes two under the service counter (right end) & two near the drinking fountains. Restrooms have Landfill containers.

- Recycling (GREEN) containers are for metal, glass & plastic (but NOT for #4 Styrofoam or plastic bags). Empty all beverage containers before recycling!
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At the end of your event, empty any full Recycling & Landfill containers (including those in restrooms) into outside bins in the CORRAL north of the Office/Library Building. Wheeled carts for transporting containers to the CORRAL are stored in the closet on the east wall near the drinking fountains. Though plastic trash bags may be needed for Landfill containers, please do not use them in Recycling containers.

After the Event

6. Wash your dishes in a water-efficient manner. Carefully scrape all food waste from plates and pans into a landfill container and then use the dishwasher. For items that won't fit in the dishwasher, use three sinks. The first sink is for soapy water, the second is for clean water with a drop of bleach, and the third is for the final rinse. This system helps to reduce the amount of water required to wash the dishes. Use cloth dishtowels to avoid paper waste.

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Item needed	Location of item	Directions for clean-up
<u>Social Hall</u>	Ice machine to right of refrigerator	
Filtered water: Our delicious well water is tested regularly.	SH counter sink & drinking fountains	
Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
(48) 12-ounce glasses	on 4 trays in the cabinet nearest the sink under the SH counter.	Wash full or nearly full loads in dishwasher, dry, and put away. Hand wash remaining dishes. Return to places you found them.
(25) 4-ounce glasses (24) 6-ounce plastic glasses	on trays in drawers near sink of SH counter	See above.
Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
<u>Library</u>	For additional items, see SH list above.	If you remove items from the SH, return them there!
1 pitcher for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	top shelf of middle cabinet filtered water and ice in SH	Wash, dry, and return where you found it. Place wet towels in laundry basket in pantry.
1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
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Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
(48) 12-ounce glasses	on 4 trays in the cabinet nearest the sink under the SH counter.	Wash full or nearly full loads in dishwasher, dry, and put away. Hand wash remaining dishes. Return to places you found them.
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Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
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1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
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Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
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Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
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Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
(48) 12-ounce glasses	on 4 trays in the cabinet nearest the sink under the SH counter.	Wash full or nearly full loads in dishwasher, dry, and put away. Hand wash remaining dishes. Return to places you found them.
(25) 4-ounce glasses (24) 6-ounce plastic glasses	on trays in drawers near sink of SH counter	See above.
Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
<u>Library</u>	For additional items, see SH list above.	If you remove items from the SH, return them there!
1 pitcher for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	top shelf of middle cabinet filtered water and ice in SH	Wash, dry, and return where you found it. Place wet towels in laundry basket in pantry.
1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in lower cabinet with cutting boards	Return where you found them.
<u>Hedges Grove & Outside</u> (98) 12-oz. reusable plastic cups, dark blue and bright green (105) 8-inch reusable plastic plates Count and replace any missing items. Replacement details in tub.	large labeled plastic tub on pantry shelf Leave signed check-out page in tub or on shelf. Cross off name when you return items.	Cups and plates ok in the commercial dishwasher. Cups in top of regular dishwasher; plates on bottom. Dry dishes and return to tub.

Unitarian Universalist Church of Davis
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Before the Event

1. E-vite your guests. Save money and paper by emailing invitations, printing invitations on the back of used paper, or using post-consumer recycled paper.

2. Prepare local dishes that reduce packaging and limit waste. Buy locally grown produce and ingredients from the bulk section. Bring your own veggie bags and jars to the store or Farmer's Market. In this way, you'll support local farmers, produce a meal with a low-carbon impact, and create less throw-away packaging.

3. Serve water in pitchers and minimize use of packaged beverages. Our well water is delicious, safe, and better for you than soda or other packaged beverages. Instead of bottled water, use our drinking fountains or serve pitchers of water with slices of lemon or other fruit. Avoid purchased drinks, especially those in layers of packaging. Recycling seems great, but it uses huge amounts of energy. Aluminum cans are more efficiently recycled than glass. Glass is more efficiently recycled than plastic and less harmful to the environment.

During the Event

4. Use reusable dishware. Now that we have a commercial dishwasher, use the church dishes; or simply invite guests to bring their own plates and utensils. Green Sanctuary has donated a set of 100 dark blue dishwasher-safe, reusable plastic plates and cold-beverage cups for use in Hedges Grove or on the patio. You may use the church cloth tablecloths, cloth napkins, and dish towels to further reduce the resources consumed. Afterwards, using our on-site machines, please wash, dry, fold and put away any cloth items you used. If you must use paper napkins, use brown paper ones.

5. Recycling, Landfill (Garbage): Zero waste is our goal. We have two 3-piece sets of color-coded 23-gallon plastic containers with removable lids. The Kitchen set includes three under the island counter & one under the island sink. The Social Hall set includes two under the service counter (right end) & two near the drinking fountains. Restrooms have Landfill containers.

- Recycling (GREEN) containers are for metal, glass & plastic (but NOT for #4 Styrofoam or plastic bags). Empty all beverage containers before recycling!
- Recycling (BLUE) containers are for paper (including relatively clean, unwaxed paper plates) & flattened cardboard.
- Landfill (BEIGE) containers are for items that don't fit the above categories.

At the end of your event, empty any full Recycling & Landfill containers (including those in restrooms) into outside bins in the CORRAL north of the Office/Library Building. Wheeled carts for transporting containers to the CORRAL are stored in the closet on the east wall near the drinking fountains. Though plastic trash bags may be needed for Landfill containers, please do not use them in Recycling containers.

After the Event

6. Wash your dishes in a water-efficient manner. Carefully scrape all food waste from plates and pans into a landfill container and then use the dishwasher. For items that won't fit in the dishwasher, use three sinks. The first sink is for soapy water, the second is for clean water with a drop of bleach, and the third is for the final rinse. This system helps to reduce the amount of water required to wash the dishes. Use cloth dishtowels to avoid paper waste.

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(Or: How to bypass the expense, hassle, and unnecessary waste of disposable products)

Item needed	Location of item	Directions for clean-up
<u>Social Hall</u>	Ice machine to right of refrigerator	
Filtered water: Our delicious well water is tested regularly.	SH counter sink & drinking fountains	
Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
(48) 12-ounce glasses	on 4 trays in the cabinet nearest the sink under the SH counter.	Wash full or nearly full loads in dishwasher, dry, and put away. Hand wash remaining dishes. Return to places you found them.
(25) 4-ounce glasses (24) 6-ounce plastic glasses	on trays in drawers near sink of SH counter	See above.
Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
<u>Library</u>	For additional items, see SH list above.	If you remove items from the SH, return them there!
1 pitcher for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	top shelf of middle cabinet filtered water and ice in SH	Wash, dry, and return where you found it. Place wet towels in laundry basket in pantry.
1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in lower cabinet with cutting boards	Return where you found them.
<u>Hedges Grove & Outside</u> (98) 12-oz. reusable plastic cups, dark blue and bright green (105) 8-inch reusable plastic plates Count and replace any missing items. Replacement details in tub.	large labeled plastic tub on pantry shelf Leave signed check-out page in tub or on shelf. Cross off name when you return items.	Cups and plates ok in the commercial dishwasher. Cups in top of regular dishwasher; plates on bottom. Dry dishes and return to tub.

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Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
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Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
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1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
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Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
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Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
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Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
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7. Give Yourself a Pat on the Back. Congratulations! You remembered that UUCD is a Green Sanctuary, took care to minimize the use of packaging and recyclable containers and reduced landfill waste. BRAVO!

Make Your Meeting or Event Sustainable, Cost-free and Easy

(Or: How to bypass the expense, hassle, and unnecessary waste of disposable products)

Item needed	Location of item	Directions for clean-up
<u>Social Hall</u>	Ice machine to right of refrigerator	
Filtered water: Our delicious well water is tested regularly.	SH counter sink & drinking fountains	
Pitchers for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	in the cabinet nearest the sink under the SH counter and on west side of kitchen island.	Wash in dishwasher (90 seconds), dry (towels in pantry), and put away. Place wet towels in the laundry basket in pantry with the “Dirty Laundry” sign.
Trays – 4 round, red trays & assorted others	in cabinet under kitchen pass-through window	Wash and return where you found them.
Cloth napkins: Many white or teal napkins	in plastic container in 3 rd cabinet from the sink, under SH counter	Put in laundry basket in pantry with “Dirty Laundry” sign in pantry.
(48) 12-ounce glasses	on 4 trays in the cabinet nearest the sink under the SH counter.	Wash full or nearly full loads in dishwasher, dry, and put away. Hand wash remaining dishes. Return to places you found them.
(25) 4-ounce glasses (24) 6-ounce plastic glasses	on trays in drawers near sink of SH counter	See above.
Cups, plates of several sizes, bowls, silverware	dishes in various cabinets under the SH counter and silverware in the drawers	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in first drawer of SH counter	Return where you found them.
<u>Library</u>	For additional items, see SH list above.	If you remove items from the SH, return them there!
1 pitcher for water and beverages No need for water in plastic bottles. Our free well water spares the environment.	top shelf of middle cabinet filtered water and ice in SH	Wash, dry, and return where you found it. Place wet towels in laundry basket in pantry.
1 round red tray	lower left cabinet	Wash and put away.
Cloth napkins: 20 White cloth napkins	in basket on upper shelf of middle cabinet.	Put in laundry basket with “Dirty laundry” sign in pantry.
(10) 12-ounce glasses (24) 4-ounce plastic glasses (10) tan coffee cups (8) assorted mugs	lower shelf in left cabinet	Wash in dishwasher, dry, and return where you found them.
45 green plastic plates,	top shelf in left cabinet	See above.
12 sets of silverware	in drawer on left side	See above.
Laminated signs for “Return dishes/glasses/utensils here”	in lower cabinet with cutting boards	Return where you found them.
<u>Hedges Grove & Outside</u> (98) 12-oz. reusable plastic cups, dark blue and bright green (105) 8-inch reusable plastic plates Count and replace any missing items. Replacement details in tub.	large labeled plastic tub on pantry shelf Leave signed check-out page in tub or on shelf. Cross off name when you return items.	Cups and plates ok in the commercial dishwasher. Cups in top of regular dishwasher; plates on bottom. Dry dishes and return to tub.