

Intensive Work Practice Guidelines

Work Practice Leaders should be notified well in advance of the intensive, so that they can learn where supplies are, what needs to be replenished, and what needs to be done. There is a task list, but there may also be additions specific to a particular day. There is a kind of priority order to tasks.

First, learn where the cleaning supplies are located and check their levels. Make a list of what needs to be reordered. There are cleaning supplies in the side room closet, in the hall closet, and under the sink. Make sure there is dish detergent in both houses for meal cleanup. If you are interested in how to clean efficiently, the main reference is a book called *Speed Cleaning*, by Jeff Campbell, a small book with a revolutionary approach to cleaning.

1. Zendo

The first priority is the zendo, brushing or vacuuming cushions and damp mopping the floor. The altars should be deep cleaned by the altars folks at least once per intensive. That means removing everything on the altar (it can be put on the mantle above it, and cleaning the surface, then cleaning each of the objects on the altar before placing them again. If folks are worried about placement, take a photo with a phone. The placement is exact, and it is especially critical for the candle, which burns the mantle when it is too far back. If there is time, and enough people, remove the window screens and clean the window sills and frames. Then wipe down the baseboards and replace cushions neatly. Be sure the bowing mat is brushed off.

2. Bathrooms

This is the next priority, both for cleaning and oversight. Make sure that sinks, toilets, showers, and windowsills are properly cleaned.

3. Kitchens:

This is also an important priority. The kitchens should be left spotless by cleanup crews, including wiping down all counters. During work period, you need to keep out of the way of the cooks.

Meal cleanup:

Train and supervise the meal cleanup crews, check on the tea table as well. Be sure cleanup crews know which towels are dish towels. At the start of a meal, move the trash can from the tea table area to the kitchen and move the compost bin to the left of the sink, so that folks can scrape their plates into it. Set out three drying towels, and as they get wet, move them to the counter in the main bathroom above the washing machine; replace them with fresh dry ones.

The cleanup crew job includes guiding folks in dishwashing procedures during the first couple of meals, labeling and storing all leftovers, supervising the dishwashing, running fresh water and detergent as needed, cleaning up in the back kitchen, washing, drying, and putting away pots and pans, wiping down all counters and the stove, taking out the compost and the trash, and leaving things in perfect order for the next meal cooks. They should sweep or mop the floor if there is time. They should alert you if any supplies are low.

Work period:

There will be a work period, and you should have a list of tasks. You may have what seems like too many people or too few, but just attend to priorities. It is also an opportunity to offer a bit of teaching. First, you might offer a reminder about work practice as mindfulness practice, of the need for silence except when absolutely necessary to accomplish the work, and to return to you when their immediate task is finished. You could ask folks to be mindful of something in particular, such as sounds, surfaces, or their own hands while working. Clappers signal the end of the work period and cleanup of all tools and supplies. They should come together after cleanup at the end of the work period to bow out. Your job is to be easily accessible and visible, even if you do a small task, and to coordinate tasks, giving instruction and assigning new tasks as needed. If the weather does not permit outdoor tasks, give people small tasks inside, wiping down baseboards, dusting bookshelves or organizing the lending library and so on.

Things to keep track of on an ongoing basis:

1. Paper supplies in bathrooms: toilet paper and paper towels need to be replenished throughout the day generally, so check during the breaks to be sure they are stocked
2. Trash cans need to be emptied after each meal and at other times when they are 3/4 full. Pay particular attention to the bathroom trash cans as they tend to fill up fast. There are trash bags for the little trash can in the small bathroom closet. Take the trash, compost, and recycling out to the bins as needed.
3. Cleaning supplies: let the intensive coordinator know if you run out of supplies, so they can be replenished. Watch in particular the dish soap in both houses.
4. Cleaning cloths and dish towels: do not mix these. Dish towels are white with a blue stripe (Main house) or white with a red stripe (Flint's house). All other cloths in the cleaning closet are cleaning cloths. Put used cloths on the counter in the main bathroom. They will generally need to be washed and dried in the evening, after zazen ends.
5. Watch for wasps and their nests, in the rafters of the deck, in the bamboo, and at entries. If the nests are still small (2-3 wasps) poke them down with a stick and destroy the stem under them. Unfortunately, if they are larger, we need to shoot them with wasp killer, found under the kitchen sink in the main house. Make a note of any other pests or house damage we need to deal with.
6. Trash cans go out to the street on Thursday evening and need to be taken back in on Friday after they have been emptied, Compost goes out every week, recycling goes out every two weeks.