

Zurich, November 7th 2024

Vuelo Intro Check-List

THINK OUT OF THE BOX AND BE MINDFUL OF OTHERS. TRY TO BE AN ACTIVE PART OF THE COMMUNITY. SHARING IS CARING.

Shared Kitchen

CLEAN AS YOU GO

- Provide food boxes
- Keep food boxes tidy and clean
- Close all open food packages
- Label things outside of the personal box (e.g. fridge, freezer)
- Show where items are stored (fridge, shared stuff, coffee, pans, cleaning stuff, kitchen towels)
- Explain how the kitchen equipment works (oven, stove, dishwasher)
- Information; Numbers on the kitchen drawers
- Recycling; How to separate waste in the kitchen

Balcony

KEEP IT COZY

- Show grill and how to use it / clean after use
- Inform about quiet hours (10pm-7am)
- Clean tables afterwards
- Smokers: empty full ashtrays -> use small plastic bags for the ashes, close it before throwing in the bin

Cleaning

IT IS YOUR KITCHEN - TAKE CARE

- Clean after use:
 - wipe the kitchen counter, stove, oven, microwave, table
 - handwash or place your dish in the dishwasher -> check if dishwasher is not full of cleaned dishes
 - remove all food leftovers before placing in the dishwasher
 - Empty the dishwasher and start when it is full
 - No dishes in the sink
 - No pans, pots, large bowls, large knives, cutting boards, wooden stuff, in the dishwasher
 - handwash those bigger utensils asap and place them back
 - Empty the drying rack before placing new utensils
 - Clean the sink and remove leftovers straight after use
 - Squeezing out the water from used kitchen towels and sponges
 - Replace dirty kitchen towels with new ones
 - Take the trash outside when it is full

Garbage Handling

RECYCLE FOR A BRIGHTER TOMORROW

- Show the garbage bag in the kitchen
- Do not leave garbage or leftovers on the counter top throw it away and close the bin
- Recycling rules; how to separate waste in the laundry room
- Organic waste -> dumpster behind the building

Communication

SOLUTION ORIENTED AND DIRECT COMMUNICATION IN THE HOUSE

- Slack: Main Communication Tool/ explain how Slack works
- Channel should be checked frequently
- Make sure Newbie is in all channels
- Encourage them to introduce themselves personally when they see other people in the kitchen

Others

- Show Garage and storage room
- If the door lock is blinking red open a ticket via support website (below)
- Contacts:
 - Emergency Hotline (24/7): +41 44 589 61 16
 - Repairs and Terminations: www.tomodomo.ch/support

Laundry Room

CLEAN LAUNDRY AWAIT, DONT DELAY

- Show the laundry room and the vacuum cleaner
- Inform about quiet hours (10pm-7am)
- Remove your laundry on time
- Clean after use:
 - Cleaning the detergent drawer
 - Clean filters
- Explain handling the freezer (label your stuff)
- Label personal things on the storage shelf

Shared Community Budget

SHARING IS CARING

- What is in the budget included:
 - Oil, vinegar
 - Salt,
 - Sugar
 - Flour
 - Spices
 - Onion
 - Garlic
 - Coffee
 - Tea
 - Zürisäcke
 - Kitchen towels
 - Dish soap
 - Dishwasher salt and tabs
 - Sponges
 - Bakig paper
 - Aluminium foil
 - Kitchen surface cleaner
 - Gas tank for grill
- Remaining budget can be used for e.g. raclette party; discussion within the community