**Using the PFA Cupboard**

You can get the key from Mrs Jolliffe in reception. Please return it immediately after using it. When using the PFA Cupboard, please take the time to keep it clean and tidy for others.

* A map of box positions will be on the back of the door. Please get one from PFA Chairs if it has gone missing
* Return boxes to their original position
* Throw away or give away items that are not fit for purpose, and please tell the Chairs when you do, or note it on the log in the cupboard.
* Any new item purchased should be stored in a labelled box
* If you add new or dispose of old items please update the store map
* Please do not store open food or perishable items
* There are labelled boxes for long shelf-life consumables, please use them
* Please clean items before storing them