

CLEANING OF CHURCH

ALWAYS TRY TO WORK TOP TO BOTTOM SO THAT IN ANY PART OF CHAPEL THE TOP IS CLEANED FIRST. SUGGESTED ORDER OF WORKING

When a job is finished please strike from list

- 1 Brush down Lectern wall and windows reaching as high as possible with long handled brush removing dust and cobwebs
- 2 Brush down back wall reaching as high as possible with long handled brush removing dust and cobwebs
- 3 Clear out and clean music desk corner including window
- 4 Clear out and clean noticeboard area including window...
Chairs can be all left out for cleaning
- 5 Tidy and clean keyboard corner
- 6 tidy and clean Organ corner
- 7 Hoover seats and wash and try frames
- 8 Shampoo seats_ shampooer not yet available
- 9 clean Porch and inner door both sides
- 10 Wash church side of glass doors
- 11 Clean windows lectern side
- 12 Clean windows back wall
- 13 Hoover carpet
- 14 Spot clean carpet
- 15 Shampoo carpet - shampooer coming after cleaning done
- 16 Polish lectern
- 17 Wash any paintwork and walls not covered from above

CLEANING SCHOOLROOM

ALWAYS TRY TO WORK TOP TO BOTTOM. BELOW IS THE SUGGESTED ORDER

When a job is finished please strike from list

- 1 Brush walls down to remove cobwebs and dust
- 2 Move tables and chairs and clean into corners
- 3 Wash tables thoroughly
- 4 Wash plastic chairs thoroughly
- 5 Wash all paintwork on table and chair storage areas and window
- 6 Clean stairs and bannisters. the Upstairs will probably be the last area to clean thoroughly.
- 7 ~~Tidy and clean craft area~~
- 8 Wash glass door divider on schoolroom side
- 9 Empty Toy area
- 10 wash toys
- 11 Sweep floor and mop floor
- 12 Floor to be re varnished

CLEANING OF KITCHEN

- Brush walls and remove any cobwebs
- Clean walls and wood work
- Clean windows
- Defrost fridge and freezer and clean
- Wash out and tidy wall cabinets
- Wash out and tidy drawers
- Wash out and tidy pots cupboards
- Wash out and tidy food cupboards
- Freshen bins and dishwasher(add salt and rinse aid)
- Wash work surfaces sinks and floor

Toilets & Boiler area

MENS TOILETS

- ✓ 1 ~~Sort and clean craft~~
- 2 Sweep down walls removing dust and cobwebs
- 3 Freshen toilet sink and floor
- 4 clean windows
- ✓ 5 ~~Filing cabinet tidy Mo and John to do~~ ✓

DONE
RH SIDE

BOILER AREA

- 6 Brush down boiler area
- 7 Tidy and clean flower cupboard and sink
Dispose of some vases
- 8 Wash walls paintwork and floor

LADIES TOILET

- Sweep down walls and windows
- Wash walls and windows
- Freshen sink toilet and bins
- Clean floor

OUTSIDE

Tidy front

Sweep paths

Clean toys in shed

Clean tots tables in shed

UPSTAIRS CONSULTATION WITH VICKY ANDY KAY