

EDUCATION CENTRE CLEANING

Kitchen, Ground Floor & 1st Floor

We appreciate your contribution to the cleaning of the church facilities and provide the following as a guide to assist you in the task.

Instructions

We require that the cleaning be completed no later than Saturday evening ready for our Sunday services. The cleaning of the Education Centre needs to be done on Saturday. This is because of KidsArvo & youth group happening on Friday afternoon and evening. Please review the Church calendar to determine if cleaning can be done earlier in the week.

Summary

- Kitchen Cleaning
- Floors - cleaned [vacuum, sweep or mop various surfaces]
- Bins – empty
- Toilets – cleaned & restocked

Equipment

- The vacuum cleaner, brooms, mop-bucket are kept in the Education Centre in the cleaning cupboard closest to the toilets. The mop is stored outside under the fire stairs.
- Kitchen cleaning products are located in the stainless cupboard to the left of the stove
- All other cleaning needs are kept in the cleaning trays/tubs under the sinks on both the Ground & 1st Floor.
- Toilet supplies are located in the cupboard in the accessibility toilet.
- Please leave a note on Mitch's desk if you run out of anything or supplies are getting low.

To Do - Checklist

Kitchen

- Wipe down stainless surfaces with stainless steel cleaner
- Check bins (2) are empty and replace bin liners
- Refill soap and hand towel dispensers
- Sweep and mop floor

Ground Floor

- Wipe down and tidy kitchenette area & benches
- Clean obvious marks from windows
- Sweep & mop floor – including the breezeway and stairs
- Sweep [or blower] deck if necessary

1st Floor

- Check bins (2) are empty and replace bin liners
- Wipe down and tidy kitchenette area & benches
- Vacuum floor and stairs

Toilets

- Clean and disinfect toilet bowls
- Clean mirrors and basins
- Empty bins and replace bin liners
- Refill liquid soap, hand towels & toilet paper
[Toilet supplies & keys are located in the cupboard in the accessibility toilet]
- Sweep and mop toilet floors

Thank you for your contribution to this ministry at NBC