

## **Cleaning of the hall, kitchen and toilets**

- Clear any crockery, rubbish, etc from tables
- Pack up tables and chairs and ensure all are stacked up and put away
- Any rubbish to be picked up and put into bins (hall, kitchen and toilets)
- Dispose of rubbish from bins (skip bin at rear of hall)
- Sweep entire hall
- Wet mop entire hall and other rooms (only use hot water when mopping and change hot water regularly – as the water gets dirty very quickly).
- Ensure all dishes, glassware, cutlery, etc in the kitchen are washed and put away
- Wipe kitchen benches
- Sweep kitchen
- Wet mop kitchen
- Ensure all toilets are flushed and clean (top up toilet paper in toilets if needed)
- Sweep toilets
- Wet mop toilets
- Replace garbage bags in toilet bins
- Vacuum carpeted meeting room
- Walk around perimeter of hall (front step and front verandah, etc) and ensure all rubbish is picked up ie; cigarette butts, etc.

## **Equipment supplied**

Cleaning equipment can be found in the rear 'Cleaners Store Room' (where the chairs are stored)

- Commercial size brooms
- Mop and squeeze bucket
- Garbage bags
- Cleaning cloths
- Toilet paper to replenish toilets
- Cleaning fluid for benches
- Gloves
- Vacuum cleaner