



✓ CLEANING CHECKLIST FOR WEEKLY HALL DUTIES

Hall duties commence on the Sunday you are announced. Please endeavour to do the main hall clean between Wednesday evening after the class and prior to Sunday morning. If you are unable to complete any of the duties please find a replacement volunteer or arrange a swap.

Mail Hall:

- Vacuum main hall, platform and side rooms
- Tidy chairs and tables
- Clean glass doors

Foyer/Cryroom:

- Check tea station supplies (tea bags, sugar packets, stirrers, UHD milk, disposable cups)
- Check water glasses for speaker have been washed and dried
- Check plastic emblem holders have been washed and dried
- Replenish hand towels, hand sanitiser, antibacterial soap, washing up detergent and chux cloths (stock in kitchen – if stocks are low please leave a note on the hot water urn in kitchen)
- Tidy and wipe down sink area
- Empty rubbish bins and re-line
- Vacuum and mop floors including hallway, with disinfectant
- Clean glass doors including library doors
- Tidy welcome desk and replenish hand sanitiser as needed.

Kitchen:

- Vacuum and mop floors with disinfectant
- Clean sink and surfaces with disinfectant spray
- Wash and return Tea towels
- Check fridge and throw out anything that may be out of date
- Empty rubbish bins and reline.
- Replenish hand towels, hand sanitiser, antibacterial soap, washing up detergent and chux cloths (stock in kitchen – if stocks are low please leave a note on the hot water urn in kitchen)
- Check disposable plastic cup stock level

Bathrooms:

- Clean toilets with disinfectant and wipe seats and surfaces with antibacterial wipes
- Vacuum and mop floors with disinfectant
- Clean sink with disinfectant spray
- Replenish hand towels, hand sanitiser, antibacterial soap and room freshener (stock in kitchen – if stocks are low please leave a note on the hot water urn in kitchen)
- Clean mirrors
- Empty rubbish bins and re-line

General

- Sweep cement walkway (leaf blower located in cupboard in hallway, ensure battery is on charge when putting away)
- Coordinate with those on Wednesday night supper to ensure kitchen is cleaned and bins emptied and relined if necessary.
- Coordinate with those running any special GES events on Sunday evening to ensure kitchen is cleaned, inside garbage bins are emptied, garbage bins are placed on the curb.
- Ensure hall air-conditioners, lights, AV equipment, hot water urns, ovens and organ are switched off and hall securely locked after all meetings during the week rostered, starting Sunday morning.