



### Procedures – Church Cleaning

- All cleaning products, mops, vacuum cleaner etc are available at church.
- Church Key, ask Admin Assistant for church key.
- Wipe down basins, mirrors.
- Toilets need to be cleaned
- Refill soap dispensers, towel dispenser & toilet rolls in all toilets.
- Empty rubbish bins toilet and kitchen
- All toilet floors need to be mopped
- Vacuum the church & crèche room.
- Mop the kitchen and wipe down bench tops
- The front door & Crèche room windows may need a wipe down.
- If cleaning products are running low, please write it on the shopping board on the fridge & your name alongside.

**Thank you for serving on the cleaning roster**