

Rutland Road Church Cleaning Guidelines

Cleaning can be carried out any time on Saturday but check to ensure there is not a conflict with an activity. If there is an activity planned, the person responsible should liaise with you.

Outside

- Sweep and tidy front entrance and side passage.

Front Rooms/ Foyer

- Vacuum clean floors, clean/arrange crèche room tables.
- Wipe window sills.

Main Hall

- Vacuum clean all carpeted areas.
- Sweep and dry mop wood block floor.
- Dust chairs, radiators and pipes as needed.
- Polish table and lectern and position for service.
- Dust piano, organ and flower stand.
- Layout 4 rows x 6 chairs on each side of Main Hall, with rear leg of first chair of front row at corner of baptistry 'frame'.
- Place a Bible on each chair seat and Songs of Fellowship songbook on each alternate seat. Store trolley at rear of Hall.
- Place 4 stacks x 6 chairs alongside coat hooks at rear for placing by Duty Steward, as required.

Lounge

- Vacuum clean and dust, arrange chairs / tables.

Kitchen

- Clean sinks, cooker and all working surfaces
- Refill paper towel holder and empty rubbish bin
- Sweep and wash floor (please use correct mop and bucket for kitchen).

Toilets (at front and back of building)

- Clean toilets, washbasins, nappy changing unit and floors (please use correct mop and bucket for toilets).
- Refill paper towel holders and empty rubbish bins.
- Replenish toilet rolls as necessary.

Tea towels and dusters

- Please take home and wash as necessary.

Re-lock all doors (Chubb locks only, not Yale locks) after cleaning is finished, and set intruder alarm.

All cleaning materials are kept in the store cupboards in the kitchen, the Lounge or store room in the church office. Please let Julie Le Page or Ian Aldrich know if you run out of

anything. Cleaning equipment is kept in the store room in the church office.

Flowers

There is a budget of £5 per week available from the Treasurer, if required, to assist towards the expense of flowers. You may decide what should happen to the flowers after the service.