

# LIST OF DUTIES



**PLEASE READ THE NOTICE IN EACH CLASSROOM, ETC. TO SEE WHAT NEEDS TO BE DONE.**

## **CLASSROOMS**

1. Chairs should be left down so desks can be wiped first. You can leave the chairs on the desks after vacuuming.
2. Dust book shelves and window sills and skirting boards.
3. Clean all desk/table tops with hot soapy water.
4. Clean all bench tops/sinks with jiff or similar.
5. Wet wipe chalk ledge. DO NOT wipe anything off whiteboards.
6. Mop floor in front of whiteboards and floor in front of sink area.
7. Check rubbish bins are empty (monitors should have cleared them). Empty if needed.
8. Vacuum floors.
9. Make sure all windows are closed.

## **STAFFROOM/SECRETARY'S & ACCOUNTS OFFICES/PRINCIPAL'S OFFICE & MEETING ROOM/ FOYER/CORRIDOR/PHOTOCOPY ROOM/SICK BAY**

1. Dust and vacuum.
2. **Take home used tea towels & dishcloth (from laundry hamper), wash and return promptly.**
2. Wet mop foyer and corridor & sick bay plus staffroom kitchen floor area.
3. Empty bin in sick bay and put in a clean plastic liner from plastic bag holder in staffroom.
4. Dispose of any rubbish in bins (monitors should have emptied bins already).
5. Wet wipe desks and table tops, window ledges and skirtings.
6. Generally leave neat and tidy.
7. Clean/jiff staffroom kitchen sink and bench top

## **CORRIDOR**

1. Tidy up and wipe down shelves.
2. Shake mats outside.
3. Vacuum then mop floors.

## **LIBRARY/RESOURCE/COMPUTER ROOM**

1. Vacuum floor.
2. Wet wipe window ledges, table tops and empty shelves.
3. Wet wipe issuing desk and Librarian's desk.
4. Dust top shelves and those shelves with books on.
5. Mop tiled area.
6. **Please ensure this area is left tidy if your children have been reading while you have been cleaning.**

## **ART ROOM/RESOURCE ROOM/PRIMARY & SECONDARY DEPT OFFICES**

1. Vacuum floor.
2. Wet mop Art Room floor -(Room 7 is the Art Room).
3. **No children allowed in these rooms, please.**



TERM 4, 2017 – CLEANING ROSTER

**IMPORTANT NOTES . PLEASE READ!**

1. **Friday straight after school** is the normal cleaning time but if we have an Assembly on Friday afternoon, then cleaning can start earlier at 2 pm. It should take around one-and-a-half hours to complete the tasks properly. Cleaning should be finished by 5pm. **Please report to your co-ordinator at the beginning and at the end of your cleaning duties.** If it is impossible for you to clean at this time some alternatives are:
  - (a) Swap with another person on the list for a more suitable week and **notify the office and your co-ordinator.**
  - (b) Arrange with the co-ordinator and with the office for another time to clean.
  - (c) Pay another parent to take your place - enquire at the office for a list of parents you can ask - (payment to be paid directly to parent).
  
2. The last person on the list (ie Zone 5) is the co-ordinator. The co-ordinator's duties are to contact the people on their list to remind them and to ensure that everyone knows their areas and duties, **and has the appropriate cleaning gear.** Check reverse side of this sheet for a list of cleaning to be done. It is also the responsibility of the co-ordinator to make sure all doors are secure and to check in with teacher on lockup duty for that day, (teacher on lockup is emailed to you at the beginning of the week), before you leave. Please report to the office if people do not turn up or if anything else comes to your attention, eg maintenance work that should be done. A co-ordinator's checklist will be given to you.
  
3. **IF YOU ARE FINISHED PLEASE CHECK IN WITH YOUR CO-ORDINATOR AND SEE WHAT ELSE YOU CAN HELP WITH BEFORE LEAVING.** ←

DATE WEEK-ENDING:	<u>ZONE 1</u> Rooms 1, 2 & 3 and Corridor by these rooms + Offices adjoining Rm 2	<u>ZONE 2</u> Room 7 & Library Bldg including Computer suite <b>Rm 7 Floor must be wet-mopped</b>	<u>ZONE 3</u> Rooms 5, 6, 8 & 9	<u>ZONE 4</u> Room 10, Room 11 & Room 12	<u>ZONE 5</u> – Admin area <b>PLUS Room 4</b>  <u>CO-ORDINATOR</u>
20 <sup>th</sup> October 2017	Alofipo	Gabor	Walton	Angove	Chambers
27 <sup>th</sup> October	Wang, F & M	Ashcroft	Helg	Taylor, G & B	Allerby
3 <sup>rd</sup> November	Disson	Kim	Kumar	Cowan	Winstone
10 <sup>th</sup> November	Jaikumar	Savage	Lataimaumi	King	Wang, J & J
17 <sup>th</sup> November	Lee	Quayle	Park	Tane	Taylor, S & D
24 <sup>th</sup> November	Robertson	Paz	Rakich	Ploeg	Plopa
1 <sup>st</sup> December	Paulus	Pan	McGlynn	Martin-Burns	McAnulty
8 <sup>th</sup> December	Parrel	Moon	Spemann	Stephen	Thirukotla
15 <sup>th</sup> December					