**INFORMATION FOR CLEANING TEAMS**

**Team Leader** - coordinate a time with your Team, ensure someone has a key for the back door, organise who wants to do what once you arrive and then ensure all items have been ticked off the checklist.

Please message or email **Judy** (07449775270) to check there are no other bookings in the church for when you hope to be in the building , for example, a Session Meeting on a Tuesday evening or Teens on a Friday night.

Please note the following points:

* The cleaning cupboard on the sanctuary level is next to the large toilet off the Foyer. The key is in the key box next to the cupboard door. The lower level cleaning cupboard is at the bottom of the front/east stairwell. The key is in the key box next to the Sunday School cupboard in the corridor. The code is for both boxes is 1517.
* Clipboards with the Checklists (one for upper and lower levels) are kept in the lower level cleaning cupboard.
* After **Little Lambs** on a Friday (during term time) the ground floor is left clean and tidy – hall floor hoovered, small hall and crèche floors hoovered, kitchen and servery swept and surfaces wiped down, bins emptied and relined, 4 x toilets and sinks cleaned. Occasionally Teens group will meet at the church on a Friday night so that must be taken into account once their dates are made available.
* The cupboards contain all you will need for cleaning – hoovers, cleaning products, disposable cloths, disposable gloves, pans and brushes, mops and buckets etc.
* A cordless Dyson is available upstairs for the sanctuary floor to make it easier to scoot around the chairs without having to move any. It holds its charge for 30 mins as long as you don’t switch it to the Max setting which is not necessary. Please ensure you return it to its docking station in the upstairs cupboard when done.
* In the lower level cleaning cupboard there are 2 cordless electric sweepers. The batteries for these are kept separately in the hallway cupboard in the Flat. Please return the batteries to the cupboard when done.
* Brushes and mops and buckets are colour coded (this is clearly shown on the inside of each cupboard door): red for toilets, yellow for the kitchen, green for hallways/stairs.
* The yellow brushes and pan for the lower floor kitchen are kept in the boiler cupboard in the kitchen. The tiled area in the foyer servery is treated as the rest of the foyer floor so green brushes and mops can be used here.
* Buckets need to be filled from the kitchen sinks (spray clean when done). Please use Flash floor cleaner and hot water for this as the floors will dry quicker. Dirty water should be poured down the toilets (flush well and ensure toilets are left clean). There are ‘Caution Wet Floor’ signs in each cupboard to be used when mopping.
* Brushing and mopping the stairs is generally done by stepping backwards down the stair as you go so care needs to be taken and this job is probably best left to the younger members of the teams.
* If supplies run low or there are any other issues, please contact Anne Smith.