Cleaning Tick List

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| Canteen |  |
| Fill washing up bowl with warm water |  |
| With blue cloth or sponge, wash everything that is dirty, cups, tea spoons. Dry with tea towel. Put crockery away. Put dirty tea towel in laundry bag. |  |
| With yellow cloth wipe all surfaces |  |
| With yellow cloth wipe windows |  |
| With blue cloth, clean sink and bowls, spray with MPD. Put dirty cloth in laundry bag. |  |
| Put warm water and MPD in mop bucket. |  |
| Put rugs outside, over gate, if weather dry. Sweep floor, from sink to canteen door, then from desk to canteen door. |  |
| Lift rubber mat and brush steps. Replace rubber mat. |  |
| Mop floor, from sink to canteen door, then from desk to canteen door. |  |
| Brush rugs outside with hand brush over gate. |  |
| On a Friday, sort recycling and ask a support worker to take to the main bins |  |

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| Toilet |  |
| Take MPD, mop and bucket from canteen to toilet. |  |
| With Paper towels and MPD, wipe walls, doors and drawers. |  |
| With Paper towels and MPD, wipe all-round the toilet and put lid down. |  |
| Brush floor, from toilet to the door |  |
| Mop floor, from toilet to the door |  |
| Spray one squirt of air freshener (kept in drawer) |  |