

**GROUNDS & MAINTENANCE TOOLBOX** MINUTES

**Date:** Monday 22nd February

**Time:** 10.30am

**Location:** G & M outside maintenance shed

**Attendees:** Jeremy Hodge, Daniel Sutherland, Jack Baker, Kayte Kitchen, Bill Burnett, Kirk

Osborne, Stephen Holland, Amanda McMillan

**Minutes:** Amanda McMillan

**Apologies:** David Blake, Jack Thompson, Christopher Horn, Matt Lancaster

**1. Devotion:** Kirk opened in prayer

**2. COVID 19**

Ensure safe distancing.

Remember to sanitise after using equipment, tools or vehicles. Masks to be worn inside. If you cannot keep 1.5m apart outside you should wear a mask.

No longer a requirement to touch clean during the day.

Cleaners are wiping the tables at night-time, so chairs are not being put on tables at the end of the day.

**3. Completing Tasks**

Please make sure everything is put away and rubbish thrown out when you have finished

a job. Equipment is still being left downstairs. Please put tools and equipment back so   
the next person who wants it can find it. Thank you ����

Please do not touch the tools in the welding bay. They are returned stolen goods from Cash Converters and they need to be sorted out.

**4. Thursday – Concrete pour day**

Same as the last one. We will need someone on traffic in secondary carpark in both the

morning and afternoon.

**5. Staff Issues:**

**Other Business:**

**Meeting closed at 10.50am**