

St Mary's Allithwaite Cleaning Guidelines for the Teams of Volunteers

Members of each team will decide 'who does what' when they are on duty. The list below is meant to be a general guide – it is certainly not prescriptive. Thanks again for your help.

1. Vacuum the carpet in the main body of the church and the choir vestry. There are 3 vacuum cleaners available and using at least 2 at once reduces the completion time.
2. Mop the floor in the Vicar's vestry.(use **grey** mop bucket and mop in the vestry lobby)
3. Vacuum the ribbed carpet in the porch.
4. Clean the cloakroom areas – toilets, sinks, change towels (most people take soiled towels home to wash and then return them to church but if you prefer please put soiled towels in the bin provided in the choir vestry, clean towels are in the towel drawer in the kitchen), dispose of rubbish. Mop the floors using the **grey** mop bucket and mop from the vestry lobby and a suitable cleaning/disinfectant product that can be found in the cupboard under the kitchen sink. Antibacterial wipes are now also kept under the sink for wiping flush levers, grab handles, doorhandles etc. to limit the possibility of the spread of infections.
5. Dust – shelves, ledges – the chairs will need dusting every so often as required. The choir stalls, piano etc. Polishes are kept in the cupboard under the kitchen sink for use as required. N.B. The brass items are polished by a separate team.
6. Check for and dispose of cobwebs up to a reasonable and safe height i.e. as far as you can reach whilst standing securely on the floor. (Occasional high level cleaning will be organised periodically by the Wardens.)
7. Kitchen – the detailed upkeep of the kitchen is under the care of a team led by Pat Rowsell. Our job as general cleaning volunteers is to mop the floor with the new round **Grey** bucket and mop kept in the vestry lobby. Cleaning/disinfectant products are kept in the cupboard under the kitchen sink. If necessary, wipe over the work surfaces and dispose of the rubbish.
8. Brush the paving slabs outside the main doors if the weather permits.
9. Please empty the vacuum cleaners as appropriate and use a bin liner or similar to dispose of the contents.
10. OCCASIONALLY SPECIAL ARRANGEMENTS MIGHT BE PUT IN PLACE FOR PARTICULAR EVENTS/SERVICES AND THESE MIGHT APPLY TO CLEANING ARRANGEMENTS BUT FOR THE MOST PART WE WILL USE THE EXISTING ROTA. ADDITIONAL CLEANING FOR SPECIFIC PURPOSES (E.G. HIGH LEVEL CLEANING) WILL BE AT THE DISCRETION OF THE WARDENS.

Many thanks for your support.

Bob Jarratt 22/03/16

P.S. If you have any health and safety issues you wish to raise in connection with any of the above please speak to me about them. BJ.