

Cleaning Schedule

Weekly Cleaning Rota

Cleaning upstairs:

- Vacuum carpets
- Clean glass panels in doors (if necessary)
- Dusting
- Mop kitchen and toilet floors
- Clean kitchen
- Clean toilets
- Empty kitchen, lounge and toilet bins
- Empty recycling box in kitchen
- Check that all toilets have adequate toilet rolls, hand towels and hand soap

Cleaning downstairs:

- Vacuum stairs and all of downstairs carpets
- Clean glass panels in doors (if necessary)
- Dusting
- Mop hallway, kitchen and toilet floors
- Clean kitchen
- Clean toilets
- Empty kitchen, hall, lounge and toilet bins
- Empty hall recycling bin
- Check that all toilets have adequate toilet rolls, hand towels and hand soap

- Please only use cloths once and then put them in the bucket by the upstairs fire exit/in the downstairs disabled toilet for washing.
- Please bring a pair of rubber gloves with you. Disposable gloves are available if you don't have your own gloves.
- Disposable aprons are also available.
- Gloves and aprons will be in a box in the upstairs and downstairs cleaning cupboards.
- Please empty the vacuum cleaners when full.

Cleaning Schedule

Covid-specific cleaning

Groups (Trinity and hirers)

Group leaders are responsible for cleaning all high contact touch points prior to their group meeting:

- Door handles
- Light switches
- Toilet door handles, locks, flush buttons and taps

Sunday services

Stewards are responsible for cleaning all high contact touch points after the service:

- Door handles
- Light switches
- Toilet door handles, locks, flush buttons and taps
- Stair hand rails

Staff

Daily tasks:

First staff member to arrive:

- Sanitise hands and then prop open all doors that will be used

Last staff member to leave:

- Sanitise hands and then close all doors
- Check that all windows and external doors are closed and locked

User dependent tasks:

- Workspaces and equipment to be cleaned in between users. If being used by one person, they should be cleaned as normal.
- Office users responsible for cleaning their own high contact areas (e.g. light switches and door handles) (frequency is up to user)
- Office users should empty their own bins

- Please only use cloths once and then put them in the bucket by the upstairs fire exit/in the downstairs disabled toilet for washing.
- Please bring a pair of rubber gloves with you. Disposable gloves are available if you don't have your own gloves.
- Disposable aprons are also available.
- Gloves and aprons will be in a box in the upstairs and downstairs cleaning cupboards.
- Please empty the vacuum cleaners when full.