

## *Church Cleaning Roster: July to September 2019*

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| Week Commencing 1 <sup>st</sup> July       | Mrs Duyen, Mrs Tuyen, Mrs Huyen & Mrs Giang               |
| Week commencing 8 <sup>th</sup> July       | Samoan Group  |
| Week commencing 15 <sup>th</sup> July      | Iosefa Family Group                                       |
| Week commencing 22 <sup>nd</sup> July      | Ellen Simpson, Marie Shinde, Marie Robinson, John Willis  |
| Week commencing 29 <sup>th</sup> July      | Thi Hong Nguyen<br>Cuong Tran Nguyen<br>Dang Thi Hang Nga |
| Week commencing 5 <sup>th</sup> August     | Tavui Family  |
| Week commencing 12 <sup>th</sup> August    | Couples for Christ Group                                  |
| Week commencing 19 <sup>th</sup> August    | Mrs Duyen, Mrs Tuyen, Mrs Huyen & Mrs Giang               |
| Week commencing 26 <sup>th</sup> August    | Samoan Group  |
| Week commencing 2 <sup>nd</sup> September  | Iosefa Family Group                                       |
| Week commencing 9 <sup>th</sup> September  | Ellen Simpson, Marie Shinde, Marie Robinson, John Willis  |
| Week commencing 16 <sup>th</sup> September | Thi Hong Nguyen<br>Cuong Tran Nguyen<br>Dang Thi Hang Nga |
| Week commencing 23 <sup>rd</sup> September | Tavui Family  |
| Week commencing 30 <sup>th</sup> September | Couples for Christ Group                                  |

## CHURCH CLEANING DUTIES

1. Sweep all vinyl tiled areas of the church. This includes the area in front of and beside the altar, between the seats, the raised area at the back of the church, and the entry area at the back of the church.
2. Mop vinyl areas between the seats together with the centre and side aisles. Vinyl areas at the front of the church and the back entry area do not require mopping as these are professionally polished fortnightly.

Add one scoop of floor cleaner to approx ½ bucket of water (either square bucket or wringer bucket). Foam squeeze mops and cloth mops are in the storeroom. After cleaning, rinse squeeze mops and buckets and return to store. Cloth mops should be rinsed and squeezed as dry as possible in the rollers of the bucket and hung in the storeroom with a bucket under them.

3. Vacuum the altar area carpet.
4. Vacuum the carpet in the choir area.
5. Sweep and mop Father's sacristy, the toilet, and the corridor at the back of the sanctuary. Clean toilet bowl, hand basin and mirror in Father's sacristy.
6. Sweep and mop public toilets. Clean toilet bowls, hand basins and mirrors.
7. Sweep concrete area outside the doors of the church, and shake and replace mats.
8. Sweep meeting room and clean sink.
9. Clean windows as required. (Check large glass doors for hand marks, etc.) Dust louvres as required. Spray bottles of window cleaner and rags are kept in the storeroom.
10. Empty vacuum cleaner and return all equipment to storeroom and lock the door.

The duties are listed in priority order. However, if time is short (e.g. school requirement or funeral) or some members of the group are unavailable, please do as many of the duties as possible from number 1 down.

Thank you for your generosity in helping with this important part of caring for our church.