

## **PARISH OF ST MARTIN – CLEANING DUTIES**

### **Daily**

Empty all waste bins and replace liners. Rubbish to be removed from premises to bin at rear of building

Dust/polish all exposed surfaces including counter and desk-tops in main office, Constable's office, Secretary's office, and Hon Police office 1

Vacuum all carpeted floors in main office, Constable's office, Secretary's office and ground floor corridor

Wash cups etc as required & clean office kitchen surfaces with a germicidal cleanser, damp wipe fridge exterior.

Clean and disinfect office WC pan, seat and cover, clean washbasin, shelves, mirror and cabinets. Restock toilet rolls

### **As required**

Vacuum, dust/polish all exposed surfaces in Committee Rooms and Hon Police offices 2 and 3.

Dust tops of office equipment

Empty shredders into bin liner and put into rubbish

Office kitchen - work surfaces and exterior cupboard units and dry polish taps, check interior of fridge for spillages.

Clean and disinfect Hall Ladies & Gents WC pans, seats and covers, clean washbasin, shelves, mirror and cabinets. Check and clean toilet brush. Restock paper towels, toilet rolls and liners for sanitary bins.

Clean Hall-kitchen surfaces with a germicidal cleanser, sweep/vacuum or mop floor.

Clear any cobwebs in ceiling corners

Dust/polish all exposed surfaces and fixtures, fittings, window ledges, skirting boards etc.

Main Hall - Sweep/vacuum floor (*do not polish*)

Vacuum carpet by back door of Hall.

Leave instructions for re-ordering of supplies

Clean outside ashtrays (weekly)

Dishwasher – run cycle to clean – instructions in kitchen

Take home tea towels and hand towel to wash (weekly)

Remove cardboard packaging as necessary to recycle point in carpark.

### **Annually**

Remove items in cupboards in both kitchens (office and Hall) and clean with germicidal cleaner-replace contents.