

Just pick something to work on – tick once so people know you’ve started on it and then tick again when you have finished it.

Please leave floors until last!!

Kitchen

- ☐ ☐ Clean inside oven
- ☐ ☐ Clean cooker top
- ☐ ☐ Clean inside fridge and freezer
- ☐ ☐ Clean inside microwave
- ☐ ☐ Clean high-up shelf and everything on it
- ☐ ☐ Clean pull-out trolleys and contents
- ☐ ☐ Ensure all cups etc are clean
- ☐ ☐ Clean round the hatch plus doors
- ☐ ☐ Clean windowsills
- ☐ ☐ Clean windows
- ☐ ☐ Wipe down walls
- ☐ ☐ Wipe door and handle
- ☐ ☐ Wipe down surfaces
- ☐ ☐ Clean sink including taps
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Main Hall 1 (right)

- ☐ ☐ Clean windowsills
- ☐ ☐ Clean windows
- ☐ ☐ Clean round the hatch plus doors
- ☐ ☐ Clean any dirt off walls
- ☐ ☐ Wipe down tables (including stacked tables)
- ☐ ☐ Clean chairs
- ☐ ☐ Wipe door and handle
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Main Hall 2 (left)

- ☐ ☐ Clean windowsills
- ☐ ☐ Clean windows
- ☐ ☐ Clean any dirt off walls
- ☐ ☐ Wipe down tables (including stacked tables)
- ☐ ☐ Check chairs are clean
- ☐ ☐ Wipe door and handle
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Girls’ toilet

- ☐ ☐ Clean toilets
- ☐ ☐ Clean basins
- ☐ ☐ Clean mirrors
- ☐ ☐ Clean windowsills
- ☐ ☐ Clean windows
- ☐ ☐ Wipe down walls
- ☐ ☐ Wipe down stall doors
- ☐ ☐ Wipe door and handle
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Disabled toilet

- ☐ ☐ Clean toilet
- ☐ ☐ Wipe down walls
- ☐ ☐ Clean basin
- ☐ ☐ Clean mirror
- ☐ ☐ Clean windowsill
- ☐ ☐ Clean window
- ☐ ☐ Wipe down walls
- ☐ ☐ Wipe door and handle
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Boys’ toilet

- ☐ ☐ Clean toilets
- ☐ ☐ Clean urinals
- ☐ ☐ Clean basins
- ☐ ☐ Clean mirrors
- ☐ ☐ Clean windowsills
- ☐ ☐ Clean windows
- ☐ ☐ Wipe down walls
- ☐ ☐ Wipe down stall doors
- ☐ ☐ Wipe door handles
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Entrance Hall

- ☐ ☐ Sweep doormat
- ☐ ☐ Wipe doors and handle
- ☐ ☐ Clean any dirt off walls
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Boiler Room

- ☐ ☐ Clean/tidy shelves (take things off and put back on same shelf)
- ☐ ☐ Clean windowsill
- ☐ ☐ Clean window
- ☐ ☐ Clean any dirt off walls
- ☐ ☐ Wipe door and handle
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Shower room

- ☐ ☐ Clean toilet
- ☐ ☐ Clean basin
- ☐ ☐ Clean mirror
- ☐ ☐ Wipe down walls
- ☐ ☐ Wipe down door
- ☐ ☐ Wipe door handles
- ☐ ☐ Wipe round shower
- ☐ ☐ Wash floor

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Bill Genese Room

- ☐ ☐ Clean/tidy shelves (take things off and put back on same shelf)
- ☐ ☐ Clean pigeon holes (take things out and put back when done)
- ☐ ☐ Clean under cushions
- ☐ ☐ Clean windowsill
- ☐ ☐ Clean window
- ☐ ☐ Clean any dirt off walls
- ☐ ☐ Wipe door and handle
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor

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Stores Passage

- ☐ ☐ Clean up any really dirty areas on walls/shelves
- ☐ ☐ Wipe door and handle
- ☐ ☐ Beat out and sweep doormat
- ☐ ☐ Sweep floor
- ☐ ☐ Wash floor