

Holy Cross, Topsham: Cleaning Team

Overview: The cleaning team consists of several different teams who clean the church; meeting room and two toilets on a rolling two-week schedule.

Each team adds their name to the rota (at the back of the church) and cleans on a date to suit them during the two weeks. It is preferable (although not essential) to have a team of two.

Scope: Areas to be cleaned are: The church, Lady chapel, sacristy floor and toilet. Meeting room and toilet.

Tasks:

- Vacuum and mop the church and sacristy floor
- Wipe over the pews, especially pew ends
- Wipe over window sills and other surfaces as required
- Entrance: vacuum entrance and sweep steps
- Clean toilet in sacristy
- Empty 2 bins in sacristy
- Vacuum meeting room
- Empty bin in meeting room
- Clean toilet and sink (next to meeting room)
- Sweep toilet room floor

Cleaning products:

- ❖ Vacuum cleaner, mop and mop bucket are stored in cupboard next to the choir door
- ❖ Vacuum cleaner bags are in the wall cupboard in flower room
- ❖ Cleaning materials are stored in the first wall cupboard in flower room plus duplicates are under the sink in the meeting room. There is a bucket under the sink in meeting room
- ❖ Hot water in flower room
- ❖ Second vacuum in meeting room

Note: Only retail cleaning products are used. Please refer to the bottle label for advice on how to manage accident / spillage.

Protective gloves are in both cupboards. Plastic protective aprons are behind the door in the flower room.

First Aid box at the back of the church and Accident Book are on the table next to the First Aid box.

The Diocesan H&S policy is displayed in the entrance porch to the church and in the meeting room.

Lone working policy is also available.

