

ROSTER - St Mark's Cleaning 2010/11

Date	Vacuuming	Tidying	Hard floors	Toilets	Contact
20-Mar-10	Taber	Llewelyn	Cook	Cook	
27-Mar-10	Fisher	Fisher	Smith	Smith	
03-Apr-10	Love	Love	G Law	Vaughan	
10-Apr-10	Robins	Warden	Cooper-White	L Kelly	
17-Apr-10	Khlentzos	McPhie	Howard	Howard	
24-Apr-10	Lay	Bracshe	Lockrey	Lockrey	
01-May-10	Senior High	Senior High	Senior High	Senior High	Hannah Trotman
08-May-10	Drummond C	Drummond C	Drummond C	Drummond C	Nick Watts
15-May-10	Mary White C	Mary White C	Mary White C	Mary White C	Danny Haynes
22-May-10	WUF Boys	WUF Boys	WUF Boys	WUF Boys	Tim Purser
29-May-10	WUF Girls	WUF Girls	WUF Girls	WUF Girls	Lisa Howard
05-Jun-10	Barlin	Barlin	Craven	Craven	
12-Jun-10	Newton	Newton	Hadfield	Hadfield	
19-Jun-10	Dobos	Dobos	Holmes	Holmes	
26-Jun-10	Oxley	Oxley	Croft	Croft	
03-Jul-10	Shumba	Shumba	Hazelton	Hazelton	
10-Jul-10	Doran	Doran	Bell	Bell	
17-Jul-10	Young Workers	Young Workers	Young Workers	Young Workers	Garraway/Schneider
24-Jul-10	Wood	D Towner	Knights	Knights	
31-Jul-10	Earl Page C	Earl Page C	Earl Page C	Earl Page C	J Martin/J Patrick
07-Aug-10	Duval C	Duval C	Duval C	Duval C	Stephen George
14-Aug-10	Robb C	Robb C	Robb C	Robb C	J & M White
21-Aug-10	Mulquiney	Windeyer	Laffan	Laffan	
28-Aug-10	R Baker	S Baker	Watters	Watters	
04-Sep-10	Millet	Millet	Sindel	Sindel	
11-Sep-10	Goswell	Goswell	Cranfield	Cranfield	
18-Sep-10	Roberts	Roberts	Dawson	Dawson	
25-Sep-10	Benham	Benham	George	George	
02-Oct-10	Pain	Pain	G Baker	E Baker	
09-Oct-10	Helmrich	Rajaratnam	Lloyd	McNeall	
16-Oct-10	Mobbs	Wrenford-Mobbs	Dowling	Dowling	
23-Oct-10	Coop	Coop	Rapley	Rapley	
30-Oct-10	Eastment	Leahy	Patrick	Patrick	
06-Nov-10	Swanton	J Harris	Spencer	Spencer	
13-Nov-10	D Woodward	Patterson	Hunt	Hunt	
20-Nov-10	Austrin-Miner	Austrin-Miner	Reader	Reader	
27-Nov-10	Trotman	Trotman	McKinnon	McKinnon	
04-Dec-10	Cornall	Cornall	Thomas	Thomas	
11-Dec-10	Rottcher	Rottcher	Teseling	Teseling	
18-Dec-10	Girard	Girard	Ainsworth	Ainsworth	
25-Dec-10	Levisen	Levisen	Evered	Evered	
01-Jan-11	Heap	Heap	Truscott	Davey	
08-Jan-11	G Waters	N Waters	J Woodward	G Woodward	
15-Jan-11	Schneider	Schneider	G Kelly	R Kelly	
22-Jan-11	Calderwood	Calderwood	Trotter	Trotter	
29-Jan-11	Watt	Watt	Rowe	Rowe	
05-Feb-11	Sole	Sole	Myers	Myers	
12-Feb-11	Cook	Cook	Taber	Llewelyn	
19-Feb-11	Smith	Smith	Fisher	Fisher	
26-Feb-11	G Law	Vaughan	Love	Love	
05-Mar-11	Robins	Warden	Cooper-White	L Kelly	
12-Mar-11	Khlentzos	McPhie	Howard	Howard	
19-Mar-11	Lay	Bracshe	Lockrey	Lockrey	
26-Mar-11	Craven	Craven	Barlin	Barlin	

Unable to clean on your date? Please arrange a swap, mark the master roster on the notice board at the rear of Chapel, and let Matt Knights know in the Chaplaincy Office.

Chapel Cleaning Responsibilities

Thank you for being prepared to share in the responsibility of cleaning the Chapel buildings and surrounds. The cleaning for each week is divided into 4 areas as indicated on the roster. The following explains what is required for each area. Cleaning should preferably be done some time on Saturday ready for Saturday night church and has been arranged to not be too onerous, we hope. Please note the changes in cleaning as a result of having the new Ministry Centre.

1. Vacuuming

Involves vacuuming any of the carpeted areas of the chapel, creche and cry room that require it. Ministry Centre will be done by those using it. Please dispose of vacuum cleaner bag (if full) into the outside wheelie bin. Spare bags are kept on the shelf in the storeroom.

2. Tidying

Involves tidying all areas except the toilets but including the kitchen, crèche, cry room and foyer - removing all rubbish, putting bibles back on the shelves in the foyer, tidying all benches, putting toys away, putting used paper in the blue recycle bin, placing lost property in the box in the cry room, ensuring all the dark grey chairs are positioned correctly on one side of the church, throwing out out-of-date items from the fridge, dusting any surfaces that need it, and wiping any marks off walls.

3. Hard floors

Includes sweeping the lino floors, toilets, and foyer, mopping those areas, sweeping paths, verandahs and steps outside, and brushing down any obvious cobwebs inside and outside, particularly on windows and doors. Floor cleaning chemicals (Versadet or Divosan) are kept in the metal cabinet in the storeroom. Please put the wet mop upside down near the outside garbage bins to dry.

4. Toilets

Involves cleaning men's, women's, disabled (off storeroom), **Ministry Centre (NEW)** and **children's (off crèche)** toilets, wiping sinks and taps in these same areas, emptying the bins and replacing bin liners if needed (under sink in kitchen), and replacing rolls of toilet paper and hand towels when needed (spares kept in storeroom).

Notes

1. Cleaning in any one of the above areas should only take about **1 hour**.
2. If you have extra time you could see if any windows need cleaning, particularly those at the entrances and in the kitchen, however, please **DO NOT** use Windex or other cleaning products as there are safety films on the windows and these chemicals damage the film. Please use **WATER ONLY**.
3. All cleaning equipment is kept in the storeroom and broom cupboard while garbage bags are under the kitchen sink. **Key** for the storeroom and the new Ministry Centre is on a blue key ring in the kitchen cupboard next to the stove. Please return it there when you have finished cleaning.
4. The large wheelie bins are put out for collection each week by Wednesday Playgroup and brought back in by Ladies Friday Bible Study.

Responsibilities of all Groups that use the Chapel Buildings

In addition to the above it is the responsibility of each group who uses the Chapel building to clean up after them in readiness for the next activity. If your activity involves food, **please take any leftover food away with you** because later groups are unlikely to use the food and it is only likely to go off and/or attract mice.

Questions? Please contact Brian Sindel (6772 6794 (H), 0423 267 376 (M), bsindel@une.edu.au).