

KORONGATA MARAE CLEANING SCHEDULE

BASIC JOBS

ABLUTION BLOCK

Empty rubbish bins and replace bags
Clean toilets and basins
Replace hand towels and toilet paper
Wash showers
Sweep and mop floors using cleaning gear in the mens bathroom cupboard

WHAREKAI HALL

Empty rubbish bins and replace bags
Wipe down walls
Clean fans
Wash and paper dry windows and window sills
Stack Chairs nicely
Wipe down tables and place in storage cupboard
Sweep and Mop all floors using cleaning gear in the storage cupboard

KITCHEN

Wash benches, cupboards and walls
Clean all benches
Clean all fridge/freezers and keep walk in chiller aired
Wash kitchen windows and window sils
Dust and wipe down all areas
Replenish the tea/coffee/milo/sugar etc
Clean Commercial Combi Oven
Sweep and mop floors

OUTDOORS

Tidy and weed the garden surrounding the wharekai.
Wash and wipe outside tables
Sweep all areas outside including the ramp into Matariki

CLEANING PRODUCTS AND EQUIPMENT

There will always be enough cleaning products in the middle room in the ablution block. There is stuff also stored in the table storage room, including brooms, mops, buckets, clothes, sprays and other commercial cleaning products to help keep our marae clean and fresh. You will need to bring your own garden tools for outdoors.

MARAE KEY

There is a key lock box opposite the kitchen back door. It changes from time to time, but this can be accessed from Traci if you do not have the code. The Trustee in charge of cleaning for the month is the lead contact person.