

## CLEANER

- **Always check the monthly Schedule for updated information**
- Public toilet checked for supplies & cleaned daily (Winter) / twice daily (Summer)
- General cleaning / kitchens/ inside toilets/ etc. between booked sessions (see Monthly Schedule)
- Floors: Main Hall clean, JOW room hoover carpet - between sessions as needed
- Toilet rolls, bin bags & other cleaning materials stocks - contact Vice Chair or Treasurer prior to ordering
- Report faults, damage, loss etc to Chair
- Maintain security – locked doors, windows
- Monthly timesheet to Chairman/Treasurer

## CARETAKER (Role currently taken on by Committee Members)

- **Always check the monthly Schedule for updated information**
- Access availability of the premises for events and security and contractors (MM)
- Layout of the hall for events – especially Tables & Chairs out/way for Monday evening Bingo (MM/GM)
- Polish main Hall floor weekly if required (usually before Thursday evening Yoga) (TG + ??)
- Ensuring waste bins are left out correctly for collection day (MM/GM)
- Boiler
  - Switched on as appropriate (see below) (?? By Cleaner or Chair or Sec or Tres or VC)
  - Topped up with pellets (MM)
  - Pellets ordered when stock down to 8 bags (1 Pallet = 42 bags) (GM)
  - Boiler dust pans cleaned out every 8 weeks (MM)
- Maintenance tasks as required including reporting faults, damage, loss etc. (All)
- General exterior tidiness of Hall surrounds (All)

<b>WINTER</b>	<b>Morning</b>	<b>Afternoon / Evening</b>
<b>Monday</b>	(JOW) Boiler on 08.00 for Welsh classes Check table layout	(M) Set out chairs & tables for Bingo / Boiler on at 5.45 pm
<b>Tuesday</b>	(JOW) Boiler on 08.00 for Welsh classes Check table layout	(M) Stack tables/chairs away for Line Dancing / Boiler on at 5.45pm (JOW) Every second week Whist / Boiler on at 5.45pm
<b>Wednesday</b>	(JOW) Boiler on 08.00 for Welsh classes Check table layout	(M) Dogs
<b>Thursday</b>		(M) Check/ polish floor for Yoga / Boiler on at 5.45pm (JOW) Boiler on 05.45 JOW room & table layout for Welsh classes
<b>Friday</b>	As per schedule	
<b>Saturday</b>	As per schedule	
<b>Sunday</b>	As per schedule	
<b>SUMMER</b>	<b>Morning</b>	<b>Afternoon / Evening</b>
<b>Monday</b>	(JOW) Check table layout Welsh classes	(M) Set out chairs & tables for Bingo
<b>Tuesday</b>	(JOW) Check table layout Welsh classes	(M) Stack tables & chairs away for Line Dancing (JOW) Every second week check table layout for Whist
<b>Wednesday</b>	(JOW) Check table layout Welsh classes	(M) Dogs
<b>Thursday</b>		(M) Check / polish floor for Yoga (JOW) Check table layout for Welsh classes
<b>Friday</b>	As per schedule	
<b>Saturday</b>	As per schedule	
<b>Sunday</b>	As per schedule	

(M) Main Hall

(JOW) Committee Room at rear

MM 3/07/2019