

## CHURCH CLEANING ROSTER 2017

**Thank you** to everyone who has offered to clean Our Church. (Old and new)

Please check that Names and Contacts are correctly listed. For any changes or incorrect information contact Anna Papalia 0447092457

**READ** the attached **NOTES** carefully for information and cleaning duties.

**NEW CLEANERS** contact Anna Papalia a few weeks before your rostered date.

<b>Date By the:</b>	<b>NAMES</b>	<b>CONTACT</b>	<b>Date completed</b>	<b>Signature</b>	<b>Comments (cleaning items needed, concerns)</b>
<b>2<sup>nd</sup> June</b>	Anna and Frank Papalia	0447092457			
<b>9<sup>th</sup> June</b>	Daniella and Pelni	0459468188			
<b>16<sup>th</sup> June</b>	Trish Stocks Sharyn Brown	0419893260 0428684442			
<b>23<sup>rd</sup> June</b>	Karena Rankin & Family	97347939			
<b>30<sup>th</sup> June</b>	Fiona, Lara, Sheree and Rochelle	0427344654(F) 0429347240(S) 0417995848(R)			
School Holidays <b>7<sup>th</sup> July</b>	Anna and Frank Papalia	0447092457			

<b>Date By the:</b>	<b>NAMES</b>	<b>CONTACT</b>	<b>Date Completed</b>	<b>Signature</b>	<b>Comments (cleaning items needed, concerns)</b>
<b>School Holidays 14<sup>th</sup> July</b>	Krystyna Scoffern Leonie Marshall Betty Wilson	0409991148 97341134			
<b>21<sup>st</sup> July</b>	Renae and Blair Mumme	0409377044			
<b>28<sup>th</sup> July</b>	Kris Payne (Margaret B, Lynne B, Dionne S, Denise S)	97344482			
<b>4<sup>th</sup> August</b>	Battista Family	97342359			
<b>11<sup>th</sup> August</b>	Kirsty Dittman Sam Cheng	0407442284			
<b>18<sup>th</sup> August</b>	Christine&Ben Coman Teagan Irving	0438885839 0477535537			
<b>25<sup>th</sup> August</b>	Fiona, Lara, Sheree and Rochelle	0427344654(F) 0429347240(S) 0417995848(R)			
<b>1<sup>st</sup> September</b>	Chiellini Family	97342831			
<b>8<sup>th</sup> September</b>	Maluo, Bill and Cynthia	97343744(M) 0421893092(C)			
<b>15<sup>th</sup> September</b>	Michael, Sharee Mumme Kristy Smith	97342155  0417963868			

## **NOTE:**

If you are **unable to clean** when rostered **please arrange a swap** with one of the other groups. Not always possible to accommodate school groups during school terms.

**Cleaning can be done during the week of the rostered date or early Saturday. Friday is the recommended day but does not always suit individual timetable.**

Keys no longer to be left in storeroom as they were being misplaced. Keys ( Sacristy side door, Storeroom and Toilet keys) to be **collected and returned** at **St Brigid's School (School Terms)**

or **Auto One only during school Holidays**. **PLEASE NOTE:** Keys from Auto One do not have toilet keys. A set can be found at the back of the sacristy door. Please return before returning keys to Auto One

Contact **Marie Hicks 0414755054** or Anna Papalia 0447092457 if you have a problems.

Cleaning Duties: **NOTE WHEN CHANGING VACUUM BAG THAT IT IS PLACED THE CORRECT WAY** as one of the vacuum cleaners had the bag incorrectly placed and out of order and cannot be repaired.

1. Vacuum all floors in the church, sacristy and Foyer.
2. Dust seats (please do not polish) and window sills.
3. Empty bins (foyer/entrance and sacristy)
4. Tidy Hymn books and Response sheets at each pew. Remove any old Bulletins.
5. Clean toilets, basin and floors. Check toilet rolls, hand wash and hand towels. Empty bins and replace with clean liners.
6. Date and sign roster sheet and add any replacements items, concerns or ideas in comments. Check you have locked storeroom, Sacristy and Church side door.

**Any major concerns please contact Marie Hicks 0414755054** or Anna Papalia 0447092457