

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.

Date By the:	NAMES	CONTACT	Date completed	Signature	Comments (cleaning items needed, concerns)
School Holidays 22nd SEPT	Anna and Frank Papalia	0447092457			
School Holiday 29th Sept	Daniella , Pelni and Cherry	0459468188 0447336387			
School Holidays 6th October	Krystyna Scoffern Leonie Marshall Betty Wilson	0409991148 97341134			
13th October	Trish Stocks Sharyn Brown	0419893260 0428684442			
20th October	Karena Rankin & Family	97347939			
27th October	Fiona, Lara, Sheree and Rochelle	0427344654(F) 0429347240(S) 0417995848(R)			
3rd November	Danny Garcia and Family	0431255148			

Date By the:	NAMES	NAMES	Date Completed	Signature	Comments (cleaning items needed, concerns)
10th November	Renae and Blair Mumme	0409377044			
17th November	Della Straban	97343510			
24th November	Kirsty Dittman Sam Cheng	0407442284			
1st December	Christine&Ben Coman Teagan Irving	0438885839 0477535537			
8th December	Chiellini Family	97342831			
15th December	Michael, Sharee Mumme Kristy Smith	97342155 0417963868			
22nd December	Fiona, Lara, Sheree and Rochelle	0427344654(F) 0429347240(S) 0417995848(R)			
29th December	Battista Family	97342359			
5th January 2018	Kris Payne (Margaret B, Lynne B, Dionne S, Denise S)	97344482			
12th January 2018	Maluo, Bill and Cynthia	97343744(M) 0421893092(C)			
School holiday 2018	Volunteers				

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