

HRC Cleaning Rota

ALL request team members are to take part in cleaning the studios and communal spaces used by HRC every week.

Cleaning materials are kept on the shelves in Studio 3. Please make sure that you:

- 1. dust all surfaces and wipe all glass using the appropriate cloths and fluids;
- 2. empty the bins if they require it (half full does not need emptying). Take the bag out into the main corridor for the hospital cleaners to remove;
- 3. only put paper into the paper bin, and put cans and other waste into the general bin
- 4. dust the ceiling corners and high ledges using the feather duster;
- 5. notify <u>stationmanager@hrc.org.uk</u> if materials are running low.

Team	D.O to sign/date each week									
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										

ALL D.O's to sign/date the table below when their team has completed a turn at cleaning.