

HOUSEKEEPING – DAILY DUTIES CHECKLIST –

Monday

- Open up reception grill, put items on counter
- Turn on TV/Photos/Radio
- Check water in board room fridge and re-fill if necessary
- If there are no cleaning volunteers coming in -do a lap of the house –and a general tidy
- Take newspapers down to kitchen for guests
- Distribute bags for dirty linen - 10am for 2pm change
- Clean atrium, reception and staff toilets.
- Check that the accommodation hallway cupboard is stocked.
- Replace empty dishwashing detergent bottles
- Replace empty Peerless cleaning fluids
- Check volunteer cleaning trolley and replenish where necessary.
- Soak cleaning cloths and mops
- Put cleaning cloths and mops through washing machine cycle
- Check dryers for washing left from the morning and for towels left on the line
- Put out cleaning sheets for next days volunteers
- Empty bin from boardroom into the garbage bin

Tuesday

- If Ellie not here - check store room. Wipe around chemical area. General tidy.*

Wednesday

- Do room checks*
- Put out re-cycle bins for collection*
- Exchange patio garbage bin with clean one from front and line*

Thursday

- Turn off night lights*
- Sweep and mop reception area*
- Walk around house, empty ashtrays, wipe down tables, tidy lounge, library etc.*
- Empty bins in all offices and kitchen*
- Clean and empty bins in three toilets and replace empty toilet rolls*

Friday

Other

Take toilet paper to linen room

CORRESPONDENCE	
REFERENCE NO.	
T1 / 278 / 2012	
Noted By	J. Bean
Date	31 / 8 / 12

R

12/19/12 @ 1:40pm.
adequate screw

rent en id stoel en

id. recommend.

seen

material

nor

→ nylon anchor instead
of green plugs.

W plug 50.

Green drill hole plug,
screw, expands in
hole to

push plug - own

screw mechanism

- ladder, use first
something.

in use of application.

SHIVY - Craig - 12/9/12
3:15.

CS: 205,000. This type
of screw.

highly used screw

wood screw better

than pan head screw.

*
specs for fixing stripping...
What

NO commendations -
spec full for size
& gauge of screw
for fixing to plboard
& masonry comb.
will instruct for brackets

REPORT: **CIRR00010** **Employer History**

PARAMETERS: Detailed

USERNAME: REPORT_USER@DBAP10

DATE CREATED: 20-SEP-2012 12:02 PM

s.73(2) Irrelevant Material

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