

# FOCUS GROUPS MONTHLY TASK SHEET

BEAUTIFICATION OF FACILITY	KITCHEN AND CAFETERIA	HEALTH AND SAFETY
<p>Auditorium – Vacuum (weekly)                      Ramp and Steps – Vacuum (weekly)                      Foyer – Mop (weekly)                      Stairwell – Mop (weekly)                      Green Room – Vacuum (weekly)                      Water Cooler – Filled (weekly)                      Waste Bins – Emptied (daily)</p>	<p>Kitchen – Floors swept and mopped (weekly)                      Benches – Wiped and sanitized (weekly)                      Fridges – Cleaned internally (monthly)                      Storage – Tidied and stacked (weekly)                      Rubbish Bins – Emptied and washed (weekly)                      Machines – Coffee, Micro, Oven Cleaned (weekly)                      Fryers – Filtered after use. Changed (monthly)</p>	<p>Toilets – Floors mopped weekly, towels daily                      Bins – Emptied after Sunday meetings                      Toilet Rolls – Always installed Prior to Sundays                      Floodway's and doorways – Unobstructed                      Signage – Always visible and in place                      Power – Off and disabled to equipment                      Dehumidifiers – Emptied, and running daily</p>
<p>External – Rubbish, Litter, Debris – (daily)                      Wheelie – Red weekly Blue x2 weekly Sunday                      Dock Area - Drain Free of leaves                      Bins - Stored and cordoned off                      Refuse - No smelly stuff left (flies)                      Rub Mats - Straightened and dry                      Office - Vacuumed (weekly)                      Sound Desk - Vacuumed (weekly)                      Eftpos Table - Sanitized and clear</p>	<p>Kids – Vacuumed after use                      Tables - Packed away (weekly)                      Resources - Stowed in G6 (weekly)                      Fire Escape – Clear and accessible (always)                      Steps - Clear and accessible (often)                      Rubbish - Transferred to wheelies (daily)                      Doorway - Cobweb free (monthly)                      G6 - Vacuumed, Dusted, Stocked</p>	<p>Lighting – Faulty / blown replaced                      Security – Lights plugged in and on                      Fire Stairwells - Clear and accessible                      Cables – Always taped down and seen                      Locks - Checked before leaving                      Sanitizer - Where needed                      Tissues - Where needed                      Dampness - Change old towels                      Disability Ramp - Clear of obstructions</p>
<p>There is <b>no specific day or time</b> each week on which to do these tasks. However; PLEASE have them completed before Sunday's service time.</p> <p>Please ensure your key holder is organised to open up and close for you:</p> <p>They are: Glenn, Rima, and Denise Herd.</p>	<p><b>Kitchen tasks: Check BEFORE Sunday</b></p> <p>Milk / Cream / Sugar / Biscuits / Coffee / Tea                      Poly cups, plates, spoons, forks, knives.                      Boil water jug, Coffee pot set up, cups layout                      Fryers oil filtered and changed after 6 uses.                      Check supply of Dish washing liquid, bleach, cloths</p>	<p><b>Focus Groups are on one month out of Four</b></p> <p>OCTOBER – RIMA - TU                      NOVEMBER – TONY – DENISE <b>FLOURISH GROUP</b>                      DECEMBER – SABRINA – PONI                      JANUARY – GLENN AND SUVIA                      FEBRUARY – DEBBY -ANDREA                      MARCH – RIMA – TU</p>
Please feel free to recruit helpers	Focus group leaders to facilitate the outcome	Recruit none focus group attenders into team