

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 no specific day or time 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>Kitchen tasks: Check BEFORE Sunday</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 style="text-align: center;">Focus Groups are on one month out of Four</p> <p>JULY – SABRINA - PONI AUGUST – GLENN - SIVUA SEPTEMBER – DEBY - ANDREA OCTOBER – RIMA - TU</p>
Please feel free to recruit helpers	Focus group leaders to facilitate the outcome	Recruit none focus group attenders into team