

Church Cleaning, Close Up, & Lockup

Task	Your Responsibilities - Check
1	Bring any tables and/or chairs left outside into the hall.
2	Umbrellas are to be carefully closed, lowered and LEFT OUTSIDE.
3	Play equipment in the children's area (outside on little lawn area) can be LEFT OUTSIDE.
4	Bring the wheelie bin at the side of the church out to the courtyard (if someone hasn't brought it around already). Lock the padlock on the side gate on the way out.
5	Lock up Rooms 2 - 8 inside the Christian Education Centre (a) check windows and doors are shut; and (b) lights are turned off
6	Empty the rubbish bins in the Christian Education Centre (hallway & toilets) and in the small kitchen.
7	Lock the door from the Christian Education Centre kitchen leading out to the small courtyard.
8	Lock all windows in the library.
9	Lock the door from the library leading out to the small courtyard.
10	Empty the rubbish bins in each of the toilets (men and women) and replace with new garbage bag (please knock and make sure no one is inside toilet before entering if you are of different gender to the toilet occupants! (garbage bags can be found in the cupboard opposite the ladies toilets labeled "toilet paper, paper towels, flower arranging" - when running low, please advise Ivy so that she can advise Isabel to replenish).
11	Ensure that the men's urinal is not running - need to give the water catcher a bang if it's still flowing. Close the window above the men's urinal.
12	Ensure all windows in the church hall are shut and door to the courtyard is locked.
13	Empty rubbish bins in the hall and kitchen. All rubbish collected during clean up needs to be placed into the wheelie bins located in the courtyard.
14	Turn off the photocopier and switch off the lights in the photocopier room.
15	Check if the minister's office is locked. If not, inform one of the ministers.
16	Check that both chapel doors are locked. (one at chapel back entrance near minister's office and one at chapel front entrance down the stairs from courtyard)
17	Tidy the bench area on top of the cupboards at back of church. Please make sure that old bulletins and notices are cleared each week. This needs to be done by each congregation so that people don't throw things away that aren't meant to be thrown. Make it presentable for the next service to use.
18	Ensure that any non-recyclable rubbish is placed in the bins outside whilst leftover bulletins are placed in the paper recycle box near the telephone after the service.
19	Tidy and straighten up the Bibles and Hymn Books in the pews after the service. Throw away any rubbish left in the church.
20	Place any lost property into the Lost Property cupboard. (Located outside toilets in the church hallway - please place items neatly i.e. clothing items on coat hangers and smaller items on the shelf)
21	Put the remaining nametags (can be found at the main entrance of the church) into the 5pm pigeon hole if they have not been collected when the church is locked up.
22	Ensure both doors at the back of the church are locked and then exit at the front - turning all lights off and shutting the door firmly.
23	Switch all the lights off - church, church hall, toilets and foyer. Light in courtyard near chapel stairs should be turned off. All other courtyard lights are sensor lights.
24	Ensure all doors are locked. (If you don't have keys, lock the double door and exit through the doors closest to the kitchen)
25	Wheel the TWO (2) wheelie bins out to the front of the church for collection. Make sure all rubbish is securely placed in bin and no loose bags are outside the bins as there is an extra charge for rubbish removal of bags left outside of the bins. Place bins near the kerb in the middle of the disabled parking area, IN FRONT of the church property, NOT in front of any neighbours
26	Lock padlock to ramp gate and front gate

Please note:

- Switching off of church lights and locking of main entrance should start NO EARLIER than 7:15pm. Person(s) on lock up and clean up duties will need to stay back to allow people a reasonable time for fellowship.
- If you are UNABLE TO ATTEND to this for any particular week, you should FIND A REPLACEMENT to fill in on your behalf and advise the other persons on duty with you.
- It is important that we are faithful when attending to our duties (that is, done promptly and efficiently), but also to be doing them in a spirit of love and service. This means ensuring that the duties are done for the sake of others and not for our own convenience. Remember that this is a form of ministry where you are serving your fellow brothers and sisters.
- Call Ivy Yee (0411 772 957) if you need codes for padlock or any help with lockup procedures.