

TATIARA KARTING CLUB

BUILDING MAINTENANCE DUTIES

(To be sent to each rostered volunteer before the meet)

<i>Club Room Shed – Not including kitchen – see co-ordinator for club room access</i>
Sweep floor and wipe spider webs
Empty rubbish bins, wipe bins with wet cloth and replace white or green liners (broom, dust pan, cloth and liners found in kitchen)
Wash windows (bucket, cloth & Enjo squeegee in kitchen cupboard)
Sweep outside pathway if required and wipe spider webs
<i>Toilets – see co-ordinator for key to toilets and toilet cleaning cupboard</i>
Unlock cleaning cupboard
Sweep floors – also sweep under verandah outside toilet door
Empty rubbish bins, wipe bins with wet cloth and replace liners
Clean / wipe basins
Wipe walls where required
Clean toilet bowls and toilets (bucket, liquid soap, gloves and cloth in cupboard)
Clean mens urinal (bucket, liquid soap, gloves and cloth in cupboard)
Fill toilet soap containers
Fill toilet paper baskets – 4 rolls each toilet basket

See co-ordinator to turn water on or use tap at water tank near scrutineering shed

***Please pack all items away where you found them
Please return all keys to the correct places***

THANK YOU FOR HELPING KEEP OUR CLUB FACILITIES CLEAN