

Centre Responsibilities - Morning Jobs List

These jobs are your responsibility and should take about 10 minutes each day.

Job & Description.	People/person Responsible
Farmhouse	
Farmhouse dining room – Hoover the room, Turn off lights.	
Resource Barn - Empty bin in the barn and sweep the floor, Turn off lights	
Farmhouse lounge - Hoover and empty bin.	
Farmhouse Landing - Hoover Turn off lights	
Bathroom in bedroom 1 - Sweep & tidy, turn off lights	
Farmhouse landing toilets & showers rooms - Sweep & tidy, mop if needed Turn off lights.	
Farmhouse porch - Sweep & tidy Turn off lights.	
Annexe	
Annexe Landing - Hoover Turn off lights.	
Annexe Bathroom - Sweep & tidy Turn off lights.	
Outside office door & corridor leading to Farmhouse - Hoover.	
Longbarn	
Longbarn landing - Hoover, turn off lights.	
Longbarn Lounge - Hoover & tidy empty bin.	
Longbarn Showers & toilets - Sweep and tidy, mop if needed.	
Longbarn Porch & Toilet area - Sweep and tidy, empty bin.	
Longbarn Kitchen - Sweep floor & empty bin in kitchen.	

Cleaning equipment in Farmhouse can be found in cupboard between lounge and dining room & in the Longbarn porch. There are also brooms in drying rooms & Equipment shed. Thank you for your cooperation.