

DUTY 27 - UPSTAIRS BILLARDS/LOUNGE

Sunday and Friday (more frequently if required) or on departure

- Single use gloves available on the empty bookcase. Discard after use.
- Open windows in tilt mode to air room (Lodge Manager will close them).
- Remove rubbish bag and place in Lodge entry bin
- Reline bins
- Vacuum upstairs lounge. Vacuum hose is located behind fire escape door at the end of the passageway. Vacuum hose connection point is located in the passageway outside billiard room door.
- Generally tidy area, window sills, coffee tables etc.
- **Clean** all surfaces and touch points (table, coffee tables, drawers, lounge chairs) with detergent/water mix and chux wipe – buckets, detergent and chux wipes for this are provided on the empty bookcase. Discard the chux wipe after use.
- **Disinfect** all surfaces and touch points as above using the premixed bleach solution in the spray bottles and wipe down with paper towel, the surface should self dry in around 10 minutes.