

Three Mile Cross Bowling Club: Men's Cleaning Duties

Areas of Responsibility

The men are responsible for maintaining the following areas: the clubhouse (excluding the kitchen and the bar), the gents' toilet and the gents' changing room.

Preparation and Access

- Check the home fixtures on the club website. Cleaning must be completed before club games. For weekend matches, see the section below on access arrangements for Saturday and Sunday.
- Keys for the gents' toilet and changing room are labelled and stored in the key box, located in the rear porch leading to the rear door of the clubhouse. The box is mounted on the wall behind the door.
- The vacuum cleaner, along with cleaning supplies and equipment, are kept in the cupboard beside the trophy cabinet.

Cleaning Tasks

- Clubhouse: Vacuum the carpet, mop the area in front of the bar, wipe down all window ledges, and empty the bins.
- Changing Room: Sweep the gents' changing room, wipe benches as necessary, and empty the bin.
- Toilet: Sweep the floor, clean the sink, urinals and toilet. Empty the bin and mop the floor (the mop is stored in the toilet). Ensure there is enough toilet roll, hand roll and soap.
- After cleaning, ensure all keys are returned to the key box.
- The entire cleaning process should take no more than 60 minutes.

Clubhouse Access Arrangements

- Members of the green team mow the green daily from Monday to Friday, and on one weekend day depending on home fixtures.
- They are generally present from around 09:30 to 11:00. The best time to carry out cleaning is while the club is open during these hours.
- If you wish to clean later in the day you can access the clubhouse using the coded key box located next to the clubhouse door. The codes for the gates have been provided separately.
- For instructions on using the key box and managing the alarm system, please contact me.
- If matches are scheduled for both Saturday and Sunday, ensure the clubhouse is clean for Saturday's game. If necessary, ask those present on Sunday to vacuum the clubhouse before the match.

Important Reminders

Please ensure you take your turn. If you are unavailable during your assigned week, please arrange a swap with another member and update the list on the porch notice board.