

DAS MONTHLY CLEANING SCHEDULE AND RESPONSIBILITIES

Each group is responsible for major cleaning periodically during the year. The suggested time for monthly cleanup is one hour before or after your group meets, or arrange an alternative time.

Cleaning supplies are kept under the sinks in the kitchen and downstairs bathroom, and in the upstairs bathroom vanity. Additional cleaning equipment is in the front entry closet. If you know your group is going to clean and supplies are needed, notify the Board Supplies person in advance to let them what is needed. Board member contact information is on the bulletin board in the kitchen

Responsibilities

Vacuum all carpets upstairs, main level, and basement, including stairways

Vacuum and shake out mats in kitchen and bathroom

Vacuum and damp mop kitchen floor

Clean both bathrooms

Clean kitchen sink and countertops, wash all coffee pots

Wipe down tabletops in all meeting rooms upstairs, main level and basement

Cleaning Schedule

2019

January	February	March
Saturday 6:00 pm AA Thursday 11:45 am AA	Thursday 8:00 pm Al-Anon Thursday 5:30 pm AA	Friday 6:00 pm AA Friday 8:00 pm AA

April	May	June
Saturday 11:00 am AA Saturday 9:00 am AA	Board of Directors	Sunday 8:00 pm AA Sunday 6:30 pm AA

July	August	September
Monday 6:00 pm AA Monday 8:00 pm AA	Wednesday 6:00 pm AA Wednesday 8:00 pm AA	Tuesday 6:00 pm AA Tuesday 7:30 pm AA

October	November	December
Thursday 7:30 pm AA	Sunday 4:00 pm AA Wednesday 7:00 am AA	Friday 4:00 pm AA