

SECTION 2.6 MONTHLY CLEANUP SCHEDULE AND RESPONSIBILITIES

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

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. There are 2 vacuum cleaners. 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.

Responsibilities

Clean both bathrooms

Clean kitchen sink and countertops, wash coffee pots

Wash tabletops in all meeting rooms upstairs and downstairs

Vacuum all carpets upstairs and down, as well as the stairway

Vacuuming and/or shaking the mats in the kitchen, bathroom and hallway

Vacuuming and damp mopping the linoleum floor in the kitchen with the swiffer mop

Cleaning Schedule

2013

January	February	March
Thursday 11:45 am AA Saturday 6:00 pm AA	Thursday 8:00 pm Al-Anon Saturday 4:00 pm DRA	Friday 6:00 pm AA

April	May	June
Wednesday 7:00 am AA Saturday 11:00 am AA	Board of Directors	Sunday 8:00 pm AA

July	August	September
Monday 6:00 pm AA Monday 8:00 pm AA	Tuesday 7:30 pm AA Wednesday 6:00 pm AA	Sunday 4:00 pm AA Friday 8:00 pm AA

October	November	December
Thursday 7:30 pm AA	Saturday 9:00 am AA	Wednesday 8:00 pm AA