

Maintenance - Church Point

External Maintenance

Task No	Description	Equipment/WHS	People Required	Frequency	Volunteers
1	Christ Church - clean gutters/downpipes Lightly hose off windows, hose external walls	Extension ladder, hose, rubber gloves, ladders *	2 people	Every 4+ weeks	
2	CPC – clean gutters/downpipes	Extension ladder, hose, rubber gloves, ladders *	2 people	Every 4 weeks	The A team
3 (a)	CPC - hose down & clean all external windows/doors. Clean windows <i>Main Entry</i> . Remove & wash fly screens. Hose off cobweb buildup on external walls.	Step ladder**, hose, window cleaning gear, ladders * (NB to be washed by hand - not hose)	2 people	Every 4 weeks	
3 (b)	CPC- hose down & clean all external windows. Clean windows/doors. <i>Inside the hall & patio</i>	Step ladder**, hose, window cleaning gear	2 people	Every 4 weeks	
3 (c)	CPC- hose down & clean all external windows/doors. Clean windows – <i>Offices & Youth Shed</i>	Step ladder, hose, window cleaning gear	2 people	Every 4 weeks	

3 (d)	CPC- hose down & clean all external windows/doors. Clean windows – <i>Community College Rooms under Patio</i>	Step ladder, hose, window cleaning gear	2 people	Every 4 weeks	
4 (a)	Clean sink outside Youth Shed. Lightly hose down external walls and underside of Colorbond sheeting	Stainless steel cleaner, hose	1 person	Every 4 weeks	Jeanette Gibson
4 (b)	Clean out stormwater sumps – Christ Church, CPC, Youth Shed	Shovel, bucket, rubber gloves	1 person	Every 6 weeks	
5	Christ Church tower- clean pigeon droppings from box gutter & roof	Face mask, rubber gloves, garbage bags, small shovel, rope, ladder Sign WHS - ladders	3 people	Every 6 weeks	
6	Gardens near rectory - weeding, general maintenance	Gloves/gardening equip	1 person	Every 6 weeks	The Unsworths
7	Boundary Fencing Maintenance – replace palings, replace posts/rails	Necessary tools, timber supplied	3 people	Inspect every month – repairs as needed	
8	Clean out Old Shower Block for Beach Mission (Dec 10)	Hose	2 people	Annually – December	The Kitchins

9	Weed gardens near Church	Gloves/gardening equip	1 person	Every 6 weeks	The Hearn
10	Tidy Playgroup area down the side of the church from the sandpit to the gate	Gloves/gardening equip	A team	Every 8 weeks	The Griggs

Internal Maintenance (requires key)

Task No	Description	Equipment/WHS	People Required	Frequency	Volunteers
11	Sweep/vacuum, oil. <i>Main Hall floor</i>	Broom, vacuum cleaner, bucket, mop, floor oil	2 people	Weekly	Judy Cork (monthly)
12	Clean all internal windows/doors	Window cleaning equipment, step ladder Sign WHS - ladders	2-4 people	Every 4 weeks	
13	Remove and wash louvre windows foyer/main hall	Warm water, Palmolive dish washing liquid. Towels, step ladder	3 people	Every 6 weeks	
14	Clean gas trivets and crumb tray - kitchen	Hot water, dish washing liquid	1 person	Every 4 weeks	The Wilsons
15	Clean kitchen floor	Bucket/mop using special cleaning additive supplied	1 person	Every 2 weeks	The Wilsons

*Need to sign WHS statement available from the Office

**Step-ladder stored in the music room inside the Main Hall