

## **Amersham Band**

### **Bandroom Cleaning Tasks**

#### **Cleaning materials and supplies**

Cleaning materials and supplies of toilet rolls, paper towels, bin liners, etc. are stored in the cupboard under the sink.

#### **Toilets**

Clean/sanitise basin, taps, toilet bowl and seat, surfaces, splashback and mirror.

Replenish (as required) toilet roll, paper towels and hand sanitiser from stock.

Empty bins (2 in each toilet cubicle) into kitchen bin.

#### **Kitchen**

Wipe all surfaces, wash cutlery/mugs, if any, clean sink and taps.

Check fridge for out-of-date items (eg milk) and dispose of

Check stocks of cleaning materials, (under sink), toilet rolls and paper towels

Empty kitchen bin and take black bin bag home for disposal

#### **All rooms**

Light dusting of surfaces, eg piano, window sills..

#### **Floors**

Hoover floors in bandroom, hall, library and teaching rooms

Mop floors in toilets and kitchen

#### **Fire safety check**

Test fire alarm and record test in log book

Check fire extinguishers are in place

#### **Other**

Water plant boxes (if needed)

Check internal post box and report any mail to band managers

Check water heater is off and all doors and windows are shut.

Check lights are switched off in bandroom, rehearsal rooms, store room and percussion alcoves. All other lights are have automatic switches.

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### **How to do the fire alarm check.**

- 1) Get the reset keys from the key safe located in the library (beside electrical box). The code is 1845#
- 2) There are two keys, a small round metal key to operate the alarm panel (key 3) and a small plastic key to reset the alarm button (key 5).
- 3) To test the alarm, press the red button in the bandroom, beside the fire exit.
- 4) Make sure the siren can be heard throughout the building and that the red light in the bandroom is flashing
- 5) Go to the fire panel in the hall and use the key to enable the controls. Press the silence alarm button.
- 6) Return to the bandroom and use the small plastic key to reset the alarm button.
- 7) Go back to the fire panel and press reset.
- 8) The display should return to normal with no indicators flashing.
- 9) Return both keys to the key safe and lock it.
- 10) Record the fire alarm check in the red booklet beside the fire panel. (the right page has the corner turned)