



# Clubhouse Cleaning Policy

Revision: November 2025

## **While Patrols are operating-People staying in clubhouse**

- Restock toilet paper & paper hand towels during occupancy
- Clean Clubbie kitchen and main kitchen DAILY
- Remove any clothing from showers
- Sorts recycling into appropriate bins, Glass and Plastic/Tins/Alu Cans/Paper and Cardboard
- Remove rubbish and clean up lounge area after using for TV viewing during non-bar hours
- Put out all non-recyclable rubbish in official Hauraki Bags on collection day morning (Currently Monday) and prior to departure after weekend.
- Sweep all areas prior to leaving
- Remove any clothing from bunkrooms

## **Cleaner (weekly except Christmas to Auckland Anniversary Weekend)**

- Replenishes general supply of Toilet paper, paper hand towels, liquid soap and cleaners from Janitors Cupboard
- Clean WC and Urinal. Restock urinal cleaners
- Mops all floors (Wooden and tile)
- Cleans bench surfaces in kitchens
- Cleans external bar surfaces and bar tables

## **Barperson**

- Sweep and mop Bar floor
- Put rubbish from Bar bin into main rubbish bins
- Tidy up Lounge Area
- Wipe down bar and lounge tables
- Wash all used glassware/ Organise disposal of recyclables

<b>Promulgated</b> at Committee Meeting Dated	23 <sup>rd</sup> November 2025
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