



### **CLEANING CREW RESPONSIBILITIES (Updated 12-02-16)**

All volunteers are required to fill out an online background check prior to volunteering with FFH. Volunteers will receive an email with the background check link to fill out before the hosting week. The E-Registration is easy to fill out and once registered a list is formed so you only need to sign up once. If you get to host week without having done the background check, please let a coordinator or point person know and they will help you get signed up.

**Be sure to have a church key to get in the building at early hours.**

**Important! Don't forget to sign in when you arrive! It's in the green FFH book in the kitchen.**

Cleaning crew volunteers are asked to clean during our hosting week starting on the first Monday to Friday between 7-8 a.m. after the families leave. Cleaning should be done before preschool starts at 9:00 a.m. Exceptions to starting times for cleaning are Saturday, please start at 9:00 a.m. and Sunday start at 7:30 with the tear down crew. Duties include cleaning the bathrooms, hallways and kitchen if needed. The guest families use bathrooms on the west side, but also check the bathrooms on the east side as well. The supplies are in the custodian closet in a blue crate labeled FFH just across from rooms 7-9N. Note: If the custodian closet is locked, your church key should open it. A Swiffer mop with wipes is located by the crate to wipe up the bathroom floors. Please let one of the coordinators know if cleaning supplies are needed or if there are any plumbing problems or major clean ups needed. Coordinator phone numbers are posted on the front cover of the FFH green book in the kitchen.

Check the kitchen and please clean counters and put away any FFH items left out. The floor may need to be swept and or mopped.

On tear down Sunday, the tear down crew will be there to assist with cleaning. Please help with any of the tear down activities. The lead coordinator will assign duties. Classrooms need to be cleaned, including sinks. Floors need to be vacuumed. Bathrooms need to be cleaned. Cupboards need to be turned back around. Signs/paper can be removed from the doors. Bleach wipes need to be used to wipe down the plastic covers on the cots. The cots can then be folded and placed in the carrying bags and placed in the trailer. Nightlights and toiletry trays need to be collected and stored. The smoking pot needs to be put back in the shed. FFH dry or perishable food that is leftover can be boxed and sent to the Day Center at the Mennonite Church..