

Operating manual raum23

Dear neighbours

As a respect to the residents please stay inside, keep the windows shut and turn the music to low volume after 10 p.m.. Please leave the room as you would wish to find it!

In general:

1. Sweep or vacuum and mop all floors.
2. Wipe clean tables and chairs and place as found.
3. Clean dirty windows.
4. Put away toys.
5. If used: Sweep outdoor seating area and remove litter from the lawn.
6. Stow away garden tables and benches or place under the roof so that they are protected from the rain.
7. If used: Tidy up and sweep sandpit area in front of the kindergarden.
8. If used: Tidy up and clean barbecue area.
9. If damage occurs or crockery breaks please leave a note.
10. Hang used cleaning cloths, tea towels on the sink in the cleaning room to dry.

Kitchen:

1. Wipe clean surfaces with a damp cloth.
2. Wash crockery and return to cupboards and drawers as found.
3. If used: Clean and switch-off stove and oven.
4. If used: Switch-off coffee-machine, empty water tank and wash collecting tray.
5. From the refrigerators, cupboards, etc. take your own groceries and food back home.
6. Take trash and empties back home to dispose.

Toilet:

1. Clean toilet, sink and mirror. Clean dirty tiling, walls and if used diaper changing table.
2. Sweep or vacuum and mop the floor.
3. Empty trash can and take trash back home to dispose.