**HALLWAYS, STAIRWELLS, KITCHEN & BASEMENT**

This committee role is a weekly commitment, but with four members, you each only need to report once per month. Committee chair is responsible for communicating clean-up dates with team, track attendance, and schedule make-up times for committee members who are unable to make scheduled clean-ups.

Weekly

* Sweep & mop upstairs classrooms, both sets of stairs, and basement kitchen floor.
  + If it is the week of the monthly classroom cleanup, you don’t have to clean the upstairs classroom floors.
  + You don’t need to clean the upstairs hallway floor since the paid cleaning service for our bathrooms does that as well.
* Vacuum basement carpet.
* Empty basement trash cans if needed.
* Clean basement kitchen countertop.
* Clean or replace vacuum filters/bags, if needed.
* Sweep and mop Parent-Child classroom in basement.

Dates/Times for Cleanings

These cleanings must occur when classes aren't in session. We cannot have children running around when the floors are being swept/mopped. Classes are in session during the following times:

* - Mon/Wed/Thur 9:15a - 3:15p (Mixed Age, M/W 2's, T/Th 2's, 2.5-3's, Pre-K classes).
* - Tue/Fri 9:15-11:45a (3's, T/Th 2's, Parent-Child classes).
* Further details can be found at this link: [http://www.northpointcoop.org/class-offerings.html](http://www.northpointcoop.org/class-offerings.html" \t "_blank)

Sometimes, the teachers will stay after class to get work done. If you wanted to do the cleaning then, please check with them. If you would like to clean when the school is closed, ask that you be given keys to the building and Parent-Child classroom. The President of the Board of Directors has access to extra keys. Don’t forget to return the keys at the end of the school year.