



VOLUNTEER INSTRUCTIONS 2015

DUTIES FOR CLOSING EVENT – HUT CLEAN UP

Volunteers: 3 People

Equipment:

Mop, floor cleaner, bucket, ladder, black bags.

Duties:

Clean floor.

Check all rubbish is in the green wheelie bin located in front of hut.

All tables and chairs to be stacked neatly at the back of the hall.

Take down posters and neatly pack away so they can be used next year.

Take down banner in front of hut.

Take photo of state of hut

Turn out lights.

Event Supervisor to lock up then post key through hut letterbox.

Health & Safety Issues:

Standard care required when using detergents.

Heights – use ladder to take down banner.