

CLEANING DUTIES LIST- 2007

Kitchen: Before and after every show and or at least once a month.

1. Wipe down counters.
2. Mop floor.
3. Any other obvious things that need cleaning on occasion.
4. Theater Manager cleans up after intermission during plays and events.

Bathrooms: Before and after every show and or at least once a month.

1. Clean sinks, toilets and mirrors.
2. Mop floor.

Dressing Rooms: Before and after every show and or check once a month.

1. Clean mirrors and counter tops. (Cast members should have all the make-up put away to make this easier for the cleaning person. Another thing that can be put on a list for cast members from director.)
2. Vacuum floor. (Again all cast members need to have hung up all their costumes to make it easier for the cleaning person. This also could be handed out on cast member list from directors. Also if make up on walls and obvious things.)

Main Floor: Theater Manager takes care of main floor immediately before, during, and immediately after each play.

Green Room: Before and after run of show.

1. Vacuum (If cleaner can not clean because of costumes all over floor etc, then they don't have to vacuum. Whoever cleans it up will then need to vacuum when they're done.)
2. Clean mirror
3. Clean sink