

Housekeeping Rules for Fremont Town Hall

Once a Week

Upstairs: Three Offices – Vacuum, Dust, Empty Waste Cans.

Entry – Vacuum , Wash Door, Sweep Steps to Downstairs

Downstairs: Clean Bathrooms, Empty Waste Cans, Take Trash From Kitchen Trash Can to the Town Barn, Clean Kitchen Sinks, Appliances and Mop Floors as Needed.

When the Town Hall is used for Board Meetings, Other Meetings, Grange, Parties Etc.

Vacuum and Dust Large Room, Sweep Stairs, Clean Bathrooms. If the Kitchen and Dining Room are used clean sinks etc. and mop floors .Vacuum entry.

Extra House-Cleaning – Periodically

Wash Windows in and out, dust walls and ceilings for cob webs, clean flies from ceiling lights. Rent machines to shampoo carpets and buff and wax downstairs floors as needed.

Housekeeper purchases supplies: paper towels, toilet paper, cleaning supplies etc.

Housekeeper turn voucher in each Month with dates and hours worked and supplies purchased. Attach sales receipt to the voucher.

When Town Hall is used two days in a row for Parties , Meetings etc. the Housekeeper must clean in between.