

RUDOLF STEINER SCHOOL ORIGLIO

CLEANING SHIFTS

RUDOLF STEINER SCHOOL IN ORIGLIO

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When & How?

- The cleaning is carried on weekends:
from Friday 4pm until Sunday 1pm

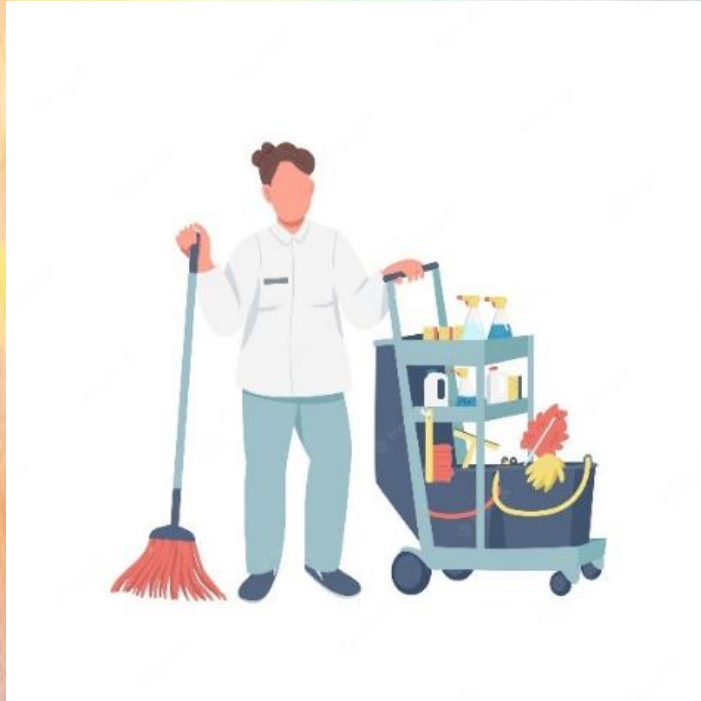
Note: on Friday, before cleaning, ask the secretary if the classrooms are free

- Collection of keys from the Secretary by (and not later) Friday at 12 noon
- Shift-plan will be sent by e-mail and published on the website

Please always check our School's website for any changes:

<https://scuolasteiner-lugano.ch/area-riservata-genitori/>

Password: 23Steiner/24





What to clean?

Clean:

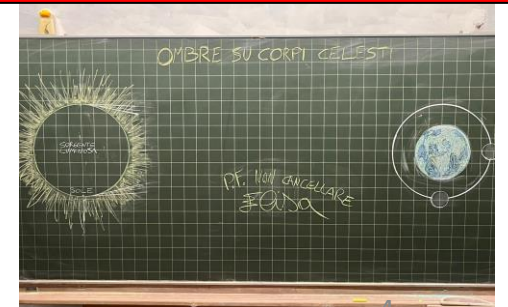
- Desks and chairs
- Cobwebs
- Window-sill, door, sink
- Cupboards and shelves

Vacuum:

- Vacuum the classroom and wash the floor
- Vacuum the brooms and the white cloths found in the classroom (white cloths not to be used for cleaning)
- Mops should not be replaced; they will be collected by the person in charge
- In each class there will be instructions on how to proceed

What not to clean

- If blackboards are written by teachers, they should not be cleaned. In all other cases they should.



Eurythmy Classroom



Eurythmy classroom - What to clean?

- Empty the dust bin placed in the back of the room (entering on the left)
- Empty the dust bin placed behind the piano
- Clean the sink placed in the back left corner
- To clean the classroom, use the cleaning products placed above the mirror in the back room of the Eurythmy classroom.
- The cloths can also be found in the back left corner
- *Note: Shake the can of detergent before using it and pour a little amount in the water*
- When the cleaning is done, wash the cloths and hang them in the room to dry.



Kindergarten

Kindergartens - What to clean?

Cleaning products and tools can be found inside the Artemisia Kindergarten (entering on the right). In the small room opposite the stairs, you will also find indications on how to use the products and tools.

- Vacuum the floor
- Remove the dust from shelves and chandeliers
- Empty the dust bin placed under the kitchen sink
- Wash the floors with wood cleaner
- Clean the kitchen worktop and sink
- Clean the cloakroom (benches). Move shoes to clean
- Clean the toilets and empty the dust bin
- Dirty materials should be taken to School's -2 floor: going downstairs from the Secretary on the right-hand side there is a toilet and a drying rack marked as 'dirty laundry'.
- Make sure everything is closed and lights are off
- Chairs should not be placed on the desks

Cleaning products and tools in Artemisia Kindergarten



Where are the cleaning supplies and tools?

A cupboard with cleaning supplies and tools can be found in each floor.

Set:

- 2 vacuum cleaners
- Floor cleaning tools
- Floor cleaner: Sonnet (pink bottle). *Please use only a few drops*
- Window Cleaning Products
- Mops
- Cobwebs remover (tool)
- Disposable gloves
- Dustpan – broom
- Hoover bags
- Bags for classroom dust bins



1st Floor

A cupboard with cleaning supplies and tools is located at the beginning of the corridor.

- To be cleaned:
- All classrooms from 5th to 8th grade (V – VIII)
- Classroom 13th (XIII)
- Chemistry and biology classroom
- IB Classroom

Materiale delle pulizie

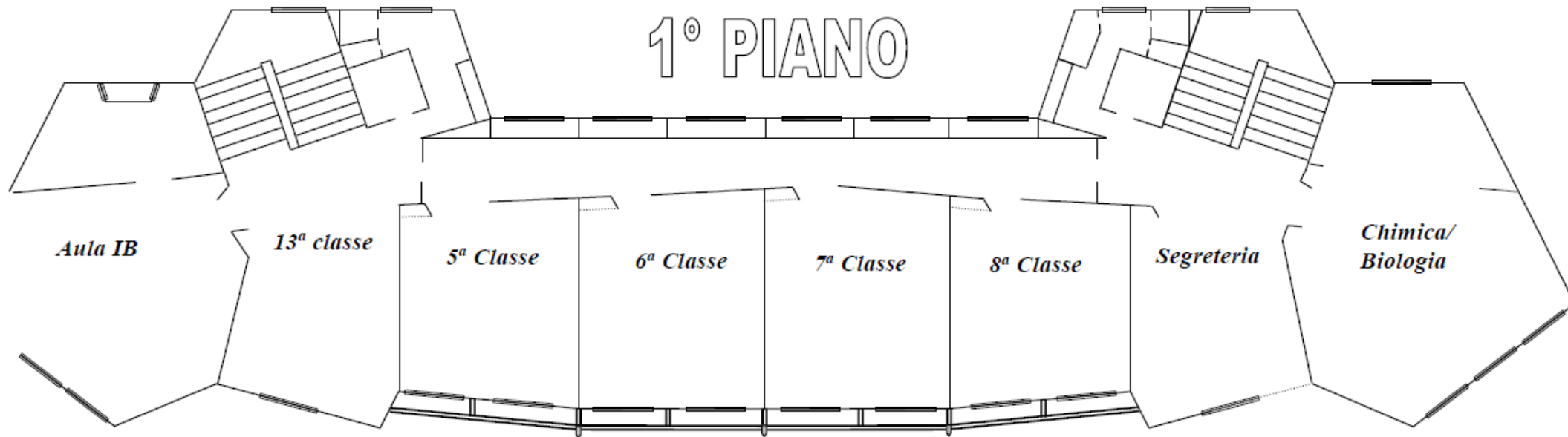
Medie
II



*Biology /
Chemistry
Classroom*

*IB
classroom*

*Middle
School
cleaning
supplies
cupboard*



2nd Floor

A cupboard with cleaning supplies and tools is located right after the glass door in the corridor, on the left, next to the 1st class

Cleaning:

- All classrooms from 1st to 4th grade (I – IV)
- In the theatre the stage should be cleaned, and chairs and instruments should be put back where they were found
- Eurythmy classroom (See slide 5)
- Library



Library



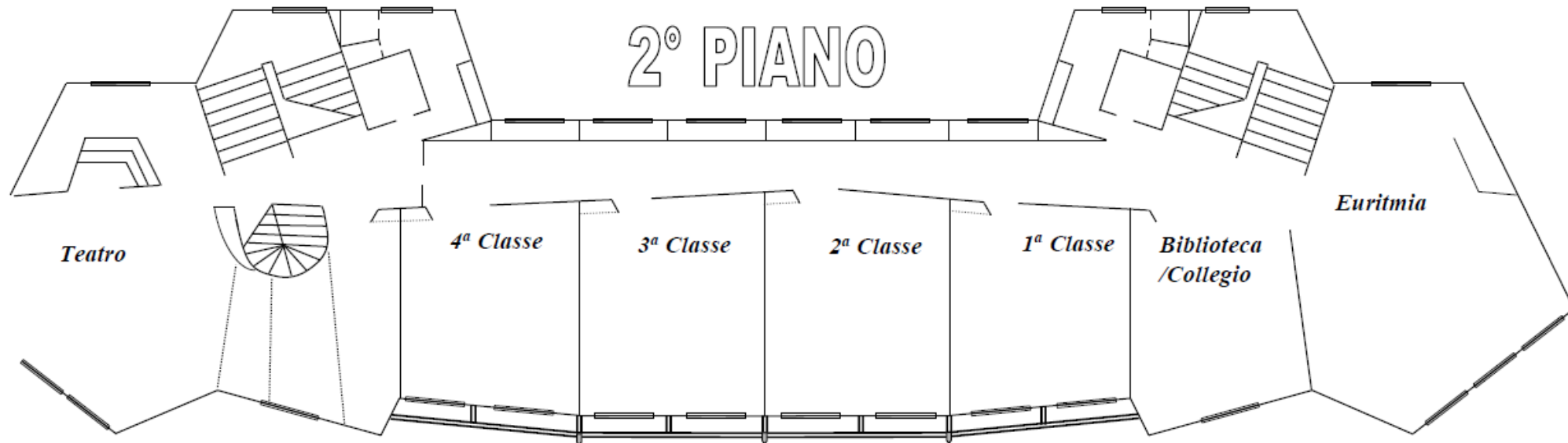
Theatre - stage



Primary Classes cleaning supplies cupboard



Theatre - chairs



3rd Floor

A cupboard with cleaning supplies and tools is located at the end of the stairs, coming up from the library on the right.

- Clean the stairs on the right of the library
- Clean the manual work rooms of Teacher Michéle and Teacher Elisa, taking care to collect pins and needles
- Teacher Michéle's classroom is on the first door, on the left going up the stairs
- Teacher Elisa's classroom is the one facing Teacher Michéle's classroom



cleaning supplies cupboard



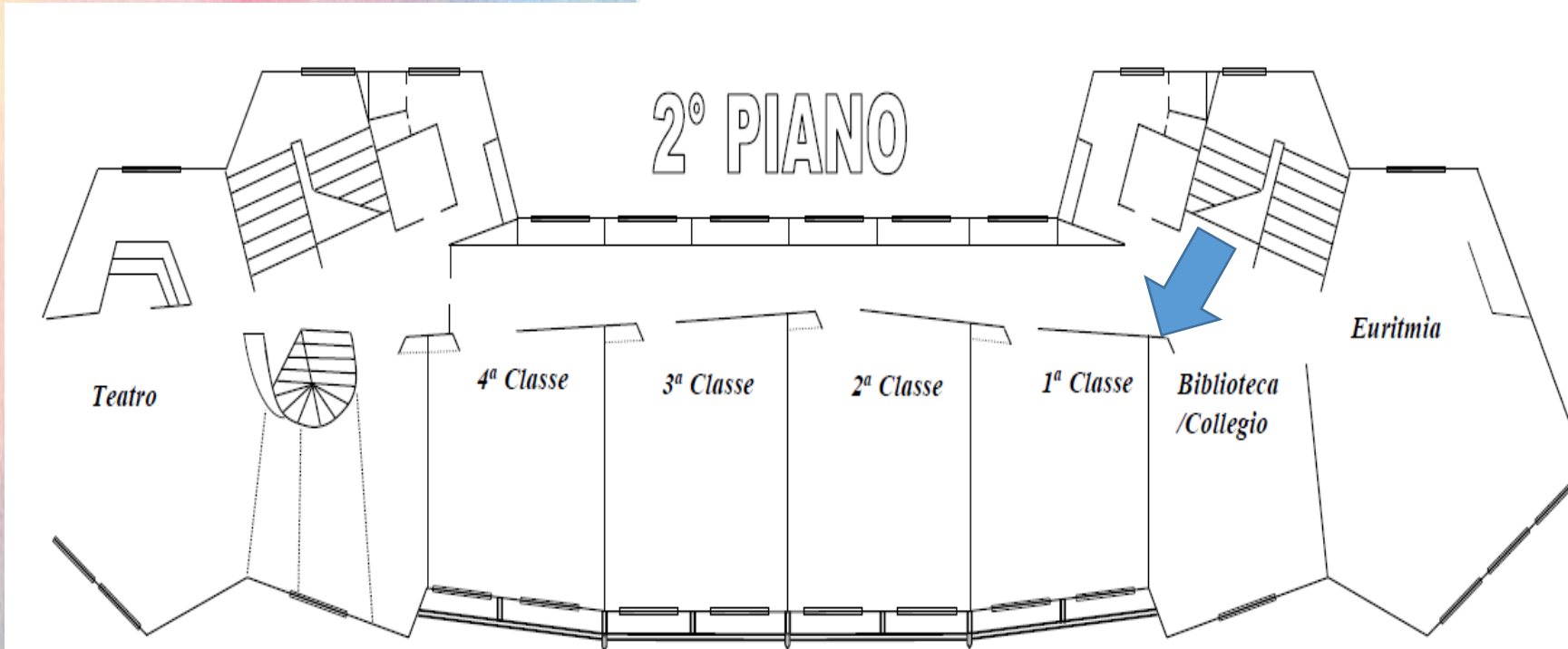
Stairs



Teacher Michéle's classroom



Teacher Elisa's classroom



THE ARROW INDICATES THE STAIRS LEADING TO THE MANUAL WORK

Ground floor



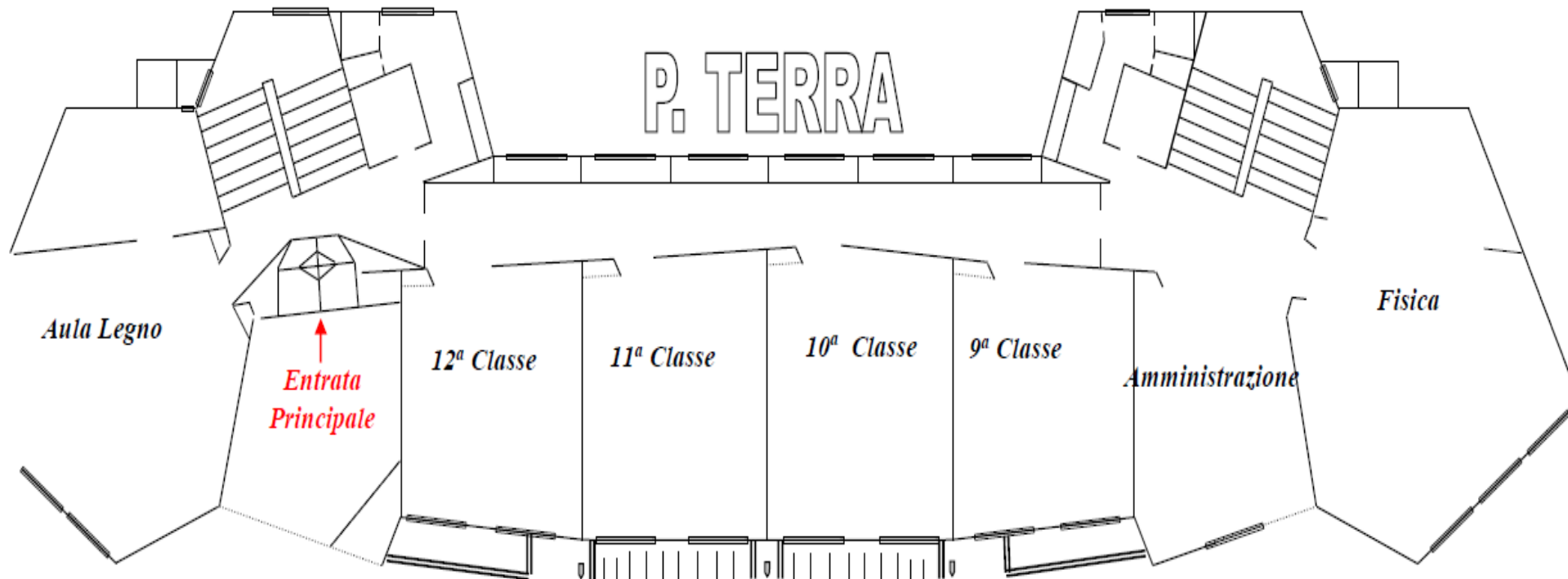
Physics classroom



Woodwork classroom

A cupboard with cleaning supplies and tools is located at the beginning of the corridor Classrooms 9th (IX) to 10th (XII)

- Physics classroom. *Note: the power switch is in the cupboard on the right as you enter the room, turn the key to activate it.*
- In the Woodwork classroom use the broom to collect sawdust and shavings and then use the vacuum in the classroom if necessary



-1 Floor



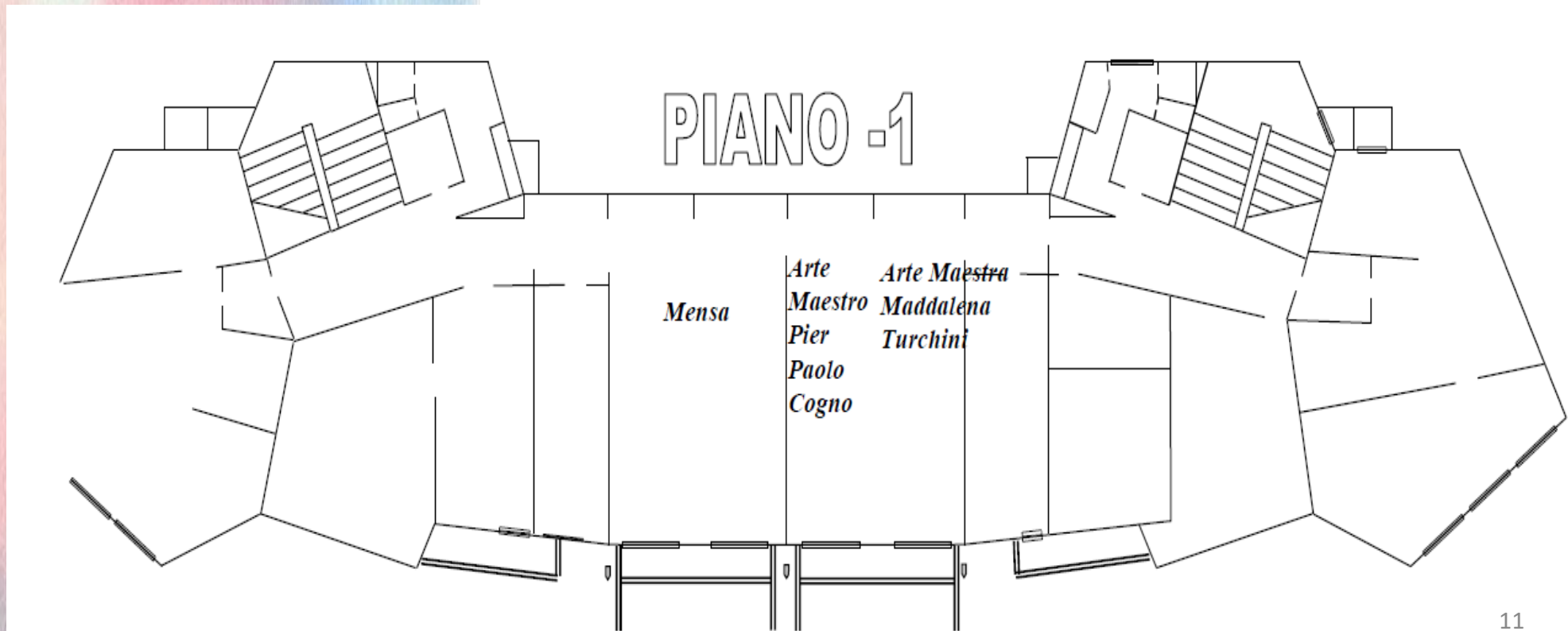
Cleaning supplies area

Cleaning material can be found in the cleaning supplies area, going downstairs from the Secretary on the right. There are indications about the supplies inside the cleaning supplies area.

- Teacher's room Pier + anteroom sink
- Teacher's room Magdalena



Art Classrooms



At the end of the cleaning



**LEAVE THE EQUIPMENT CUBOARD
IN THIS ORDER**

- Make sure all windows are closed
- Lights are off
- Put away used materials
- Lay out the rags used in floor -1, coming down from the Secretary on the right inside the bathroom is the drying rack
- Dust bags must be closed and thrown into the bin marked "undifferentiated" which is located outside the school, on the right, where the teachers' car park is.
- Do not throw away empty bottles as they will be refilled later