



OVERLADE FRISKOLE & BØRNEHUS

TRIVSEL & TRYGHED I LEG & LÆRING

Cleaning of Friskolen and Børnehuset

Friskolen and børnehuset are our shared responsibility. The purpose of parents cleaning friskolen and børnehuset is to emphasize this shared responsibility. The parents teach their children to take care of friskolen and børnehuset, and they do so by keeping friskolen and børnehuset clean and tidy.

It is mandatory to participate in the cleaning!

It should be noted that divorced parents participate on an equal base as everyone else.

How the cleaning takes place

Every day the students and teachers will pick up after themselves and do some light sweeping. The actual cleaning is done at the weekends by the parents.

The parents are divided into 7 cleaning teams, which means that each parent couple has a cleaning job to do every 7 weeks. Each team decide on which day they want to clean (Friday, Saturday or Sunday), however, cleaning in børnehuset must not commence on a Friday until after. 15:30.

If you cannot take part in the cleaning with your team on the assigned week, you yourself are responsible for finding a replacement.

Each cleaning team has an assigned team leader.

Team leaders tasks are:

- To remind the team members of the cleaning day (3-4 days in advance)
- To make sure that the assigned areas are cleaned
- To lock off friskolen and børnehuset and connect the alarm system
- To call those who, for various reasons, do not show up for the cleaning task
- To contact Pernille or Carina with different types of feedback

What is to be cleaned

In børnehuset the following must be cleaned:

- Both entrance areas and corridors
- The basement/wardrobe incl. the staircase
- All toilets
- All playrooms
- The kitchen

Lone's office does not have to be cleaned, the staff will take care of this.

At friskolen the following must be cleaned:

- Entrance hall/wardrobe and hallway



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- All toilets, both in the school section, at the hallway between friskolen and børnehuset as well as the staff toilet
- All classrooms
- The music room, the nature and science room, the school kitchen, the library and the common room

Trøel's office, the staffroom/kitchen and the teachers' room for preparation do not have to be cleaned, the staff will take care of this.

Cleaning tasks for the above-mentioned rooms:

- Cleaning of tables and chairs
- Cleaning of windowsills, shelves, shelves and door handles
- Cleaning of visible stains on doors, walls and windows
- Cleaning of sinks, cupboards and worktops in the kitchens
- Cleaning of toilets sinks and mirrors
- Refilling dispensers with paper, soap and spirits if needed
- Cleaning of shoe shelves
- Sweeping/vacuuming and washing of the floors - use the floor washing machine in the large hallways and in the community hall
- Emptying of bins and inserting of new bags
- Emptying/loading of the dishwasher in the school kitchen
- Emptying/loading of the washing machine/dryer in the school kitchen and folding of any laundry

Friskolen provides cleaning supplies, cloths, mops, brooms and vacuum cleaners, these are available in the cleaning room.

We have got a new mop system with green microfiber mops. In the cleaning room there are two boxes - one with clean green microfiber mops and one for the dirty green microfiber mops. We are not to wash the green microfiber mops, Berendsen does this.

After cleaning, put all other cloths in the washing machine in the school kitchen, and start with a boil wash.

Parents working days and main cleaning

The two parent working days will always take place at the first Saturday of September (in this school year, 01.09.2018) and the last Saturday of April (in this school year, 27.04.2019).

Each family is required to sign up for at least one of these activities during the school year – preferably more.

In the future, there is no common main cleaning in week 26, as it has been problematic in regard to parents attending. Therefore, the individual rooms of friskolen and børnehuset will be divided between the teams in a schedule and must be done extra thoroughly clean on the teams respective cleaning week. This measures to keep all the premises clean and neat throughout the year.

Keep an eye on the Facebook page "[Forældreside - Overlade Friskole og Børnehus](#)", where you will find more information as well as any updates/changes to the cleaning schedule.



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