**Students Duties**

**Bin Collection**

**Equipment**; Small bin bag (in the drawer of the table with the plants on in the hall).

**Location**; Stand at the bottom of the stairs AND bin bag out to the bin on completion.

**Aim**; To collect all rubbish from all room cleaners and put it in the main bin.

**Bedroom monitor**

**Equipment**; Yourself!

**Location**; YOUR bedroom (if you have been given someone else’s room tell you teachers).

**Aim**; To keep the room tidy by emptying the bin (take bin to litter monitor – bottom of the stairs). Open or close curtains depending on time of day. Made sure the fire exit is clear for all.

**Hallways**

**Equipment**; Yourself!

**Location**; Upstairs and downstairs hallways.

**Aim**; Make sure no one has dropped anything and there is no litter. Make sure nothing is blocking the hallway in any way.

**Staircase**

**Equipment**; Hand Brush (stored in the drawer of the table in the downstair hall with plants on it).

**Location**; The stairs.

**Aim**; Sweep stairs between the white banisters.

**Lounge**

**Equipment**; Yourself!

**Location**; Lounge.

**Aim;** Empty bin, put away any games, make sure it’s tidy. Put any lost property on the table in the hall.

**Cloak room**

**Equipment**; Yourself and the brooms/dustpans on the wall.

**Location;** Cloakroom

**Aim**; Sweep the floor, empty the bin. Make sure all the shoes are tidy, coats are hung up.

**Dining Room**

**Equipment;** Brooms and dustpan in dining room. Cutlery and cups

**Location;** Dining Room

**Aim;** Sweep the floor and lay tables for the next meal (the kitchen staff will help with this)

**Showers**

**Equipment**; Yourself!

**Location**; Basement showers and toilets (girls for the girl’s side, boys for the boy’s side).

**Aim;** To make sure all the toilets are flushed, check for toilet paper/rubbish on the floors and to make sure no one has left any toiletries in the showers.

**Drying room**

**Equipment**; The bucket that matches your groups colour

**Location**; Basement

**Aim**; Collect any **dry** clothes from your teams’ areas in the drying room. Put them into your team’s bucket on the benches. Remind your team to collect their things. If there are any wet clothes that have fallen on the floor pick them up and hang them on the racks.

**Locker Area**

**Equipment**; Yourself and the brooms in the basement

**Location**; Basement

**Aim**; Make sure all the towels are hung up, the area is tidy and nothing falling out of peoples lockers onto the floor.

**Main entrance**

**Equipment**; Outdoor brooms and your outside shoes.

**Location:** Outside main entrance.

**Aim**; Sweep and tidy outside the main entrance area of all leaves etc. If there is lost property/shoes to make sure that goes back to their owners.

**Litter Pick**

**Equipment;** Know where the outside bin is, gloves from table in the hall.

**Location**; Outside – picnic benches and the ramp area.

**Aim**; To make sure there is no litter in these areas.

**Barn**

**Equipment**; Brooms and dustpan in the barn.

**Location**; The lower barn.

**Aim;** Empty the bin (if full). Take it to the main house bins by the back kitchen door (down the tarmac slope) Sweep the floor. Make sure all rubbish is in the bin.

**Top Barn**

**Equipment;** Brooms in the barn.

**Location**; The upper barn.

**Aim**; Empty the bin (if full). Take it to the main house bins by the back kitchen door (down the tarmac slope) Sweep the floor. Make sure all rubbish is in the bin

**Classroom**

**Equipment;** Yourself and outdoor shoes, brooms in the classroom

**Location**; The classroom outside

**Aim**; To make sure all the chairs are tidy all the bins are empty (bin goes to the main house bins by the back kitchen door – down the tarmac slope) and the floor is swept

**Rucksack room**

**Equipment**; Yourself and outdoor shoes, broom in the rucksack room

**Location**; Rucksack room

**Aim**; To make sure everything is hung up, the right way in. Wellies are in pairs (same number and letter) underneath pegs. If there is any rubbish put it into the classroom/outside bin and sweep.

**Drinks room**

**Equipment;** Yourselves and outside shoes

**Location;** Drinks room outside

**Aim;** To collect the tray of dirty cups from the drinks room and bring them to the kitchen to be washed. Bring them to the back door of the kitchen, go left out of the drinks room and down the tarmac slope. Wait and the return the clean cups to the right place.