

ABERDEEN BUS CLEANING INSTRUCTIONS

Thank you for your time and effort to clean the Aberdeen bus. The funds we make from this venture support your child's education enormously.

If you can't clean the bus on your rostered weekend, please organise to change with another family. If you have trouble with changing please contact Dermot on 6548 2996.

Getting started

You need to collect the bus keys from **Cross Country Ford**. Sign them out and back in when you finish.

The keys are:

- to open the bus
- to open the shed at side of bus which contains cleaning products and vacuum cleaner.

The bus is parked in between the church and the school at 4:30pm Fridays and can be cleaned any time over the weekend or holiday period prior to 7am on the Monday morning. When you open the bus door, there is a knob down below to your right. Turn this knob from 'manual' to 'air' and this will hold the door open. When finished, switch back to manual to close and lock the door.

What you may need to use from the shed.

For inside Bus Cleaning: Garbage bag
Bin liner
Window spray cleaner & paper wipe roll
Chux
Mop and bucket – Place small amount of floor cleaner in bucket
Vacuum & Extension Cord or broom
Power point is situated at side of building in front of bus.

For outside Bus Cleaning:

Long handled brush/window wiper,
Bucket and cloth
Hose is situated at side of building in front of bus

CLEANING INSIDE THE BUS

1. Remove all of belongings and rubbish from in and around bus seats – check between cushions.
2. Place lost property on seat behind driver and rubbish in garbage bag.
3. Empty bin in panel at top of bus steps – pull ring to open. Replace bin liner.
4. Plug extension cord into power point beside bus. (vacuum)
5. Vacuum or sweep floor and seats.
6. Use chux to wipe panels & ledges under & around driver's seat.
7. Mop floor
8. Please empty vacuum bag if necessary and replace bag.
9. Dispose of garbage and vacuum bag in bin – may be outside school or between 5/6 room and admin building.
10. Return all equipment into shed

CLEANING OUTSIDE THE BUS

1. Plug in garden hose beside bus
2. Use broom to clean the outside of the bus.
3. Use bug & tar remover to remove stubborn marks.
4. Return all equipment into the shed . Lock bus, and return key to Cross Country Ford.

Note: You are no longer required to clean the bus windows or windscreen.

CLEANING PARISH TOILET SITUATED AROUND THE CORNER FROM REAR OF BUS

- 1. Sweep floor**
- 2. Clean out toilet**
- 3. Check toilet roll**
- 4. Wipe out basin**

All products situated in cupboard in toilet.

On behalf of St Joseph's P&F, we would like to thank you for your time and effort in contributing towards our fundraising which will greatly benefit our school community. Any problems with equipment or question please do not hesitate in contacting me on 6548 2996.

**Dermot Shannon
Bus Coordinator**