

# Cleaning Guidelines for N-Tech

Cleaning is one of the most important jobs at N-tech. We need to be good stewards of what God has provided for us to use. Four Corners has graciously allowed us to use their facilities for our co-op, so we need to be sure that we leave the building and grounds in better condition than we found them. For this reason, no gum or glitter will be allowed, and parts of the building will be off limits to minimize the areas we are responsible to clean. Along this same line, eating at lunchtime will only be allowed in the Preschool Hallway, Rooms 119 & 120, and High School will eat in the Warehouse. After lunch, each family will be required to clean up after themselves. At the end of 5<sup>th</sup> hour, all children and adults in each classroom will help clean tables, whiteboards, and stack chairs before they leave that room at the end of the day. Classes that are outside 5<sup>th</sup> hour will patrol the grounds for trash before they are dismissed.

Everyone is required to earn two credits. Those who clean every week will earn two credits. Those who teach one class and need to earn another credit can do so by cleaning after classes for up to five weeks depending on the need that semester. You will be assigned your cleaning time(s) by the first day of the semester. If someone in your family is sick and you are unable to come to co-op on your assigned cleaning day, you must let the cleaning coordinator know ASAP. She will help you find someone to trade cleaning weeks with. It is absolutely essential that we have a complete crew of cleaners each week so we can all get done and get home at a decent hour. There will be specific procedures to follow for cleaning each part of the building that we use. Each cleaner will be assigned a specific area and will be given written instructions for that area. Once you have completed the cleaning of your area, you **MUST** return your cleaning supplies and check with the Cleaning Director to find out what else need to be done. Since this is a group effort, no cleaner leaves until the whole building is clean. Full-time cleaners, this is how we earn our two credits. Part-time cleaners, this is how you earn your extra credit. So, it is imperative that we give our all and stay until the job is done.

If you have children in 4<sup>th</sup> grade or younger, they are required to stay in the childcare room while you clean. We can't have children roaming the building while we are trying to clean. We will have a mom and some teens to watch them so you can concentrate on cleaning. The same rules for obedience and respect will apply during cleaning time, so be sure to talk with your children about what is expected of them. If your children are older than 4<sup>th</sup> grade, they can either stay in the childcare room or stay with you. You must choose one or the other. They will not be allowed to go back and forth between you and the childcare room. Older children that become a problem in the childcare room will be asked to help their parents clean. Once a child has been brought to the childcare room, they will not be allowed to leave until the parent has been checked out at the conclusion of cleaning. If you choose for your older children to help you clean, they must stay with you and clean the entire time.

