**COLLEGE TWILIGHT TOUR CLEANING GUIDELINES**

1. Auditorium and Lower Foyer will be closed off from 1:35pm.
	1. Cleaning of the Lower Foyer and Staff Lounge should be completed 4:30pm
	2. The FRONT part of the Auditorium – the carpet between the stage and the first row of seats – should be vacuumed, along with the main staircase leading into/out of the auditorium, completed by 4:30pm.
	3. Cleaners will be allowed onsite from 3:00pm to commence early cleaning of these areas
2. The rest of the college will need to be cleaned by 6:30pm – or as much as possible. Cleaners should focus on walkways, verandahs, stairwells, and ‘high profile’ buildings, like the Library, Admin, Home Ec (5.1-5.4), Science (2.1-2.8), and Technologies (4.9, 4.10, 4.19, 4.20) etc, as there will be walking groups going on guided tours around the College.
3. We will need an after-hours clean of the Staff Lounge, and Lower Foyer, from 9:00pm onwards.