Beginning Monday, February 9, the division of the building will commence as follows:

This has to be done because, as you've been told on many occasions, this whole building is your responsibility. If you see something that needs to be done – do it. Everybody can't back off and say "That's not my wing, or oh, that's his / her job". If it needs cleaned – it's your job.

Section 1 Cafeteria to and including Parent Resource room, Counselor's office, Ms. Musgrave's

Office and her front fax room.

Section 2 4th grade wing, 3rd grade wing, Ms. Carter's front area / office.

Section 3 K inder wing, white tiled hallway, 1st grade wing, gymnasium / restrooms.

On a clockwise rotation basis, everyone will work one week in their designated area, then move to the next section the following week. For example:

Feb. 9 Section 1 Freddy Feb. 16 Section 1 Lori

Section 2 Brenda Section 2 Freddy

Section 3 Lori Section 3 Brenda

THE OUTSIDE IS EVERYBODYS JOB - EVERYBODY WILL SPEND 15 MINUTES PER DAY, GOING ALL THE WAY AROUND THE BUILDING - NOT TOGETHER - CHANGING GARBAGE BAGS, PICKING UP, CLEANING AROUND THE DUMPSTERS. SO 45 MINUTES PER DAY OUTSIDE, WILL KEEP IT NICE.

BUFFING! I'M TIRED OF THE COMMENT: "I THINK WE CAN GET BY ON ONCE PER WEEK". EVEN THOUGH YOU'VE BEEN TOLD - MANDATORY - BUFF TWICE PER WEEK. EVEN IF YOU'RE OUT OF

PROPANE - USE THE ELECTRIC BUFFER.

THE 1^{ST} , 4^{TH} & 6^{TH} GRADE RESTROOMS WILL BE CLEANED BY EVERYBODY – EVERYDAY.

BRENDA: 10:00 A.M. LORI: 2:00 AND FREDDY: 4:00 (TOTALLY CLEAN: SINKS, COMMODES, SINKS, DUST AND MOP – 3 TIMES A DAY – THIS WILL KEEP DOWN THE VANDALISM, SMELL AND CONFUSION.