

How to Clean the OCB Dojo Floor and Lobby

Gym/Dojo Floor

1. Arrange the wood benches along the south wall of the gym/dojo. Do not block the two doorways into the storage areas. One or two extra benches may be placed along the southeastern wall near the entrance to the dojo locker and Women's changing room.
2. Pick up and throw away any trash found on the gym/dojo floor and lobby area.
3. Use one of the dry mops available in the storage room in the MPR lobby (near the Women's restroom).
4. Remove shoes and socks before stepping onto the gym/dojo floor to start dry-mopping.
5. Start at the northwestern corner of the floor and start mopping along the western side towards the southwest corner. Do not lift the dry-mop off the floor once mopping has begun. Always push the dry-mop in front and do not let the dry-mop turn sideways (keep the mop perpendicular to the direction being mopped).
6. Turn at the southwest corner and continue along the southern end of the floor towards the eastern wall (stage).
7. Turn around at the eastern wall (stage) and mop parallel to the previously mopped section towards the western wall.
8. Repeat steps 6 and 7 until the entire floor has been mopped.
9. Return to the northwestern corner of the floor and lift the dry-mop carefully off the floor, taking care to not shake any trapped dust and dirt back onto the floor.
10. Take the dry-mop outside and shake off the dust and dirt onto one of the landscaped areas just outside of the lobby.
11. Return the dry-mop to its original spot in the storage room.
12. Sweep up or vacuum any dust/dirt from the northwestern end of the floor before vacuuming the lobby area.

Lobby

1. Use one of the working vacuums available in the storage room (same room where the dry-mops can be found). An extension cord may be used and should be available in the storage room.
2. An outlet is available on the lobby wall near the Women's restroom and another one is available on the opposite end of the lobby near the Men's restroom.
3. Be sure to vacuum the entire lobby area between the two restrooms.
4. After vacuuming is complete, return the vacuum to its original place in the storage room.

Refer to the attached map for the layout of the gym and lobby areas.

OCBC Multipurpose Room (MPR) Map (First Floor)

