

Being part of the ANCA community means that tenants are encouraged to help out wherever possible. Cleaning is one way to contribute.

Each year a roster goes up in the common room at each campus. Some times it will be an assigned roster, with names already placed beside a month, and other times it will be a blank sheet in which tenants can fill in their own name next to an appropriate month. The choice of which system is used depends on the tenant body at the time and the efficiency of the previous roster as noted by the Arts Administrator.

Tenants are entitled to claim \$25 per hour (up to \$100 per month) for cleaning or gardening. This will be deducted from their studio rent. Tenants may only receive this entitlement if they supply the ANCA office with a tax invoice for services rendered within 30 days following the rostered month. This rent rebate is only available to each individual up to 4 times in one year (twice for cleaning and twice for gardening).

Cleaning tasks include:

- Empty non-recycling rubbish bins into the skip bin
- Clean toilets (both Male & Female)
- Clean kitchenette
- Mop kitchenette and toilet floors if required
- Replenish paper towel, toilet paper and hand soap in toilets and kitchenette;
  - Dickson: stock kept in the metal cupboard beside the external store near studio 12
  - Mitchell: stock is kept in the tall cupboard in the common room
- Clean out the fridge
- Clean anything else that may need attention at the time such as window sills, walls, doors etc.

If detergent, sponges, garbage bags, etc. needs replacing, the rostered tenant can buy more and present the receipts to the office for reimbursement. If toilet paper, hand towel or hand soap stocks are getting low, the rostered tenant needs to advise the Office so more can be ordered.