

**MUSEUM OF NEW
ZEALAND
TE PAPA
TONGAREWA**

Cable St
PO Box 467
Wellington
New Zealand

Telephone
64-4-381 7249
www.tepapa.govt.nz



26 June 2024

Tēnā koe,

Re: Official Information Act (OIA) Request – Inflection Point event

I am writing in response to your official information act request of 19 May 2024 in which you requested the following information:

Please provide all communications if any, concerning issues with or not being able to provide audio visual services to the Inflection Point event at your venue space, Tākina. This should include all internal communications if any, concerning this matter.

Please provide all communications if any, concerning the operation of the cafe in within the venue space during the Inflection Point event. This should include the initial communications the cafe would not be operating on the day in question.

Please provide the normal/standard cleaning policy/schedule for the women's bathrooms in/adjacent to the Tākina venue and confirmation it was completed/signed off on the day prior and the day of the Inflection Point event. Please provide all communications if any, relating to restocking or removal of soap in the woman's bathrooms prior to or on the day of the Inflection Point event.

Enclosed are documents within scope of the first part of your request, relating to audio visual services.

The second part of your request for communications regarding the operation of the café in Tākina is refused under section 6(d) of the OIA. We also note that Te Papa/Tākina Events does not run the café.

Regarding the third part of your request, the relevant section of the Tākina cleaning schedule is also enclosed to this letter. We can confirm that all bathrooms were checked and had soap on the day of the event. We are advised that occasionally some of the dispensers do not dispense soap immediately on touch and the pumps need to be 'primed' when soap is replaced. Thus, some people report them as not working or empty. There were no communications relating to the restocking or removal of soap in the women's bathrooms prior to or on the day of the Inflection Point event.

If you are not satisfied with this response you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss any aspect of your request please contact OIA@tepapa.govt.nz.

Yours sincerely

A handwritten signature in black ink, appearing to be 'FL' or similar initials.

Frances Lawrence
Principal Advisor Planning and Performance

s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, 17 May 2024 4:17 pm
To: s 9(2)(a)
Cc: s 9(2)(a) s 9(2)(a) s 9(2)(a)
Subject: Saturday 18 May - AV team notes
Attachments: Sat 18 May - Ops and info.pdf

Kia ora e te tima,

This is a message for all Takina / Te Papa events working on Saturday 18 05 2024

Thank you for your work tomorrow. Regarding the expected protest:

Tākina Events / Te Papa Events formally has a neutral position on the topic. Takina wish to continue to ensure that all staff have safe spaces to work in.

As per everyday:

- Its another day at the office, relying on your regular professionalism as always 😊
- Please use designated Staff entrances
- If desired, Security are to provide an escort to and from vehicles. Please identify yourself directly to a guard on the day
- Any questions – go up the foodchain and someone will escalate, resolve and respond to you.

A special Saturday 18 May group chat on Teams has been made for swift response. Please see the attached doc for event specific detail.

Thanks so much for your awesomeness team.

Ngā mihi,

s 9(2)(a)
(a)

s 9(2)(a)

s

Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011

Email: s 9(2)(a)

Mobile: +64 21 s 9(2)(a)

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz

Summary ops for Sat 18 05 2024

Friday, 17 May 2024 1:35 pm

1. Security Mandates:

- Te Papa Tongarewa Security will oversee security for Takina, focusing on three primary objectives:
 - Prevent harm and injury to persons.
 - Prevent damage and theft.
 - Prevent non-legitimate access to venues.
- Guards will be present at both Takina and Te Papa, all managed by Te Papa Tongarewa security.
- Uniformed police officers will also be in attendance.
- Evacuation procedures remain in place as usual.

2. Delegates and Public:

- Entrance to the building and respective conferences will proceed as usual.
- All Takina events require tickets, and access to each floor is ticket-only, overseen by security.

3. For You:

- Bring your ID card or designated contact to meet you at the entrance.
- Follow Te Papa Staff security advice in case of any incidents.
- You can leave at any time if you feel unsafe.
- Dress in civvies for entry/exit and non-branded show blacks for work.
- **Strictly NO changes or updates to AV roles, gear, and provisions.**

4. Handling Questions:

- Media inquiries: Contact Kate.Camp@tepapa.govt.nz.
- Client inquiries: Assess the level of need and direct to floor supervisor (s 9(2)(a)) or the Saturday 18th Group Chat.

s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, 17 May 2024 10:04 am
To: s 9(2) s 9(2)(a) s 9(2)(a)
Subject: Re: Saturday staffing query Sat 18th May 2024

Ooh am collating all that right now :)
Paperwork incoming plus s and I will see you at 1230

Top man on site tomorrow is Andrew Dorrington GM of takina
No changes to tech will be incoming

Get [Outlook for Android](#)

From: s 9(2)(a)
Sent: Friday, May 17, 2024 9:50:30 AM
To: s 9(2)(a)
Subject: RE: Saturday staffing query Sat 18th May 2024

Ata mārie!

All sounds great!

Two quick Q's before we see you at 1230:

- Do you have a runsheet / programme?
- Is there a TD / Pro-Co onsite tomorrow, or just s 9(2) and s 9(2)(a)

Ngā mihi

s 9(2)(a)

From: s 9(2)(a)
Sent: Thursday, 16 May 2024 5:56 pm
To: s 9(2)(a) s 9(2)(a) s 9(2)(a) s 9(2)(a) <s 9(2)(a) s 9(2)(a) tepapa.govt.nz>
Subject: Re: Saturday staffing query Sat 18th May 2024

Hi s 9(2)(a)

1230 would be ideal actually with [REDACTED] for set up?
90% of the set up is done. Is rolling over from the previous event, is just adding in a quad ULXD kit for HH's / lapels.

[REDACTED] from [REDACTED] is also our casual staff member and our Vision op for this event... I think he's coming to check his set up after 1600 though. There's no changes for vision between the outgoing event and the incoming one other than media split

Quote is cool, let's figure out closing balance post event :)

[REDACTED] let's chat tomorrow about confirming PO higher than this to account for actual final balance.

Maybe let's talk in the morning if that's easier?

[REDACTED] :)

Get [Outlook for Android](#)

From: [REDACTED]
Sent: Thursday, May 16, 2024 5:46:51 PM
To: [REDACTED]
Subject: RE: Saturday staffing query Sat 18th May 2024

Kia ora [REDACTED]

Thanks for your patience!

Here is the estimate for an audio operator and a media feed for Saturday.

I haven't added any labour for tomorrow's reset, but [REDACTED] and I will pop down tomorrow afternoon so he can patch the media feed and test mics, etc.

You mentioned you would be resetting between 1230-1700 – is there a good time in there for him to spend an hour or 2 with the crew?

Ngā mihi

[REDACTED]

[REDACTED]

From: s 9(2)(a) <[redacted]>

Sent: Wednesday, 15 May 2024 4:54 pm

To: s 9(2)(a) [redacted] s 9(2)(a) [redacted]

Cc: [redacted] s 9(2)(a) [redacted]

Subject: Re: Saturday staffing query Sat 18th May 2024

Fantastic! Thank you [redacted] and team [redacted] :)

Very happy to confirm. Can we please raise a quote for this plus your media splitter.

Timing wise on Friday – we have from 1230pm onwards for this set up. Hoping to finish before 5pm.

[redacted] s 9(2)(a)

1. are you able to raise PO once quote is received and transmit through to [redacted] s 9(2)(a)
2. You and I and Craig will have a comms hui tomorrow for Saturday festivities.
3. Then you, me, and [redacted] s 9(2)(a) will compile that and create an event brief (let's use FF) to send to [redacted] s 9(2)(a) for her Operator (and [redacted] s 9(2)(a) for the day.

Happy days!

[redacted] s 9(2)(a)

Get [Outlook for Android](#)

From: [redacted] s 9(2)(a)

Sent: Wednesday, May 15, 2024 4:44:46 PM

To: [redacted] s 9(2)(a)

Cc: [redacted] s 9(2)(a)

Subject: RE: Saturday staffing query Sat 18th May 2024

Hey [redacted] s 9(2)(a)

Always a pleasure with you!

We would be happy to assist with this event on Saturday.

I can offer you an audio operator with an audio split for potential press feed, if needed.

Ideally, we'd come down on Friday for the reset and get acquainted with the setup, patch/test media feed. What time is the reset on Friday?

Ngā mihi

[redacted] s 9(2)(a)

s 9(2)(a)

From: s 9(2)(a)

Sent: Wednesday, 15 May 2024 2:50 pm

To: s 9(2)(a) @s 9(2)(a)

Cc: s 9(2)(a)

Subject: Saturday staffing query Sat 18th May 2024

Kia ora s 9(2)(a)

Always love talking with you mate 😊 Nothing quite like a good problem to solve huh!
Recapping our convo so you and I have a papertrail:

We're looking for an audio operator for an event this weekend, one that comes with a Trigger warning for content.
Shift Details:

0900-1700

1 x Audio Operator

Location: Rongomatane, Takina Level 1. Plenary room a-b-c joined

Ops will be preset on Friday afternoon.

Given the nature of this call out, happy for your tech to come take a look at set up on the Friday. We'll be flipping out of previous event from midday onwards.

Audio details:

Op @ FOH

Standard conferencing inputs – lectern

5 x HH's

3 x Lapels

TBC Media split feed to back of room

Feed from vision incase embedded video

FOH desk is A&H sq7

Schedule details:

0900 call time – Meet s 9(2)(a) stage door/loading dock for swipe access

1000 approx client arrival on site

1100 Doors

1200 Event start

1600 Event finish & Shut down begin

1700 End of shift

Trigger warning details:

There is potential for some religious, gender rights, and political content. I currently understand this content to be rather right wing conservative leaning.

From social media we have gathered there may be community groups that intend to have a presence outside of Takina on the day.

Our internal comms guide me that procedures and additional staff are in place to ensure staff safety and will be communicated to us ahead of time. As a venue/collective entity we are obligated to remain neutral on topics, and provide safe spaces for staff to uphold work.

Let me know how you get on. As we discussed I have also put forward a request to [redacted s 9(2)(a)]
And – understand [redacted s 9(2)(a)]’s needs to include gear hire when labour goes out. Maybe a solution exists that you and I haven’t thought of.
Thanking you in advance

Ngā mihi,
[redacted s 9(2)(a)]

[redacted s 9(2)(a)]
[redacted s 9(2)(a)]
Tākina Events



PO Box 467 | 50 Cable Street, Wellington 6011
Email: [redacted s 9(2)(a)]
Mobile: +64 21 [redacted s 9(2)(a)]

Talk to us about hosting your next event at Tākina or Te Papa
Find out more at takina.co.nz



s 9(2)(a)

From: s 9(2)(a)
Sent: Friday, 17 May 2024 10:22 pm
To: s 9(2)(a) @gmail.com; s 9(2)(a) s 9(2)(a) Craig Le Quesne
Cc: s 9(2)(a); s 9(2)(a)
Subject: s 9(2)(a) tomorrow- Recording query

Hi s 9(2)(a)

Sorry to email so late.

Need to give you a heads up:

Client for tomorrow has become unpleasant very late today requesting a far larger set up than what was agreed. (Imag, full capture and record etc). I believe things have calmed now however IF client requests further tech:

The standard response is pretty straightforward and along these lines:

'sorry we're unable to provide that at this time, please take up discussion with your main contact'. Their main contact has been escalated to Jake Downing.

There's no need to elaborate any deeper, they can all talk higher up. Let's just get on with our job done, and do it well like I know you can. 😊

Nothing will be added to the day.

Any AV directives will ONLY come to you from s 9(2)(a) s 9(2)(a) or Craig LeQuesne or myself.

There are a number of Takina/Te Papa decision makers and staff both on site and in HQ all day to support (and flank you if needed) all day.

Please keep these contact numbers confidential to yourselves. They are for the recipients of this email ONLY:

- On site (upstairs from 0730) s 9(2)(a) s 9(2)(a) +64 s 9(2)(a)
- On all AV Comms (AV Ops all day) s 9(2)(a) s 9(2)(a) +64 s 9(2)(a)
- in HQ (all day) Craig Le Quesne +64 s 9(2)(a)

@Craig: s 9(2)(a) number is +64 s 9(2)(a)
The other operator on site is s 9(2)(a) from s 9(2)(a) His manager (offsite but on comms) is s 9(2)(a)
+64 s 9(2)(a)

And ya'll know my work number: +64 s 9(2)(a)

Thank you everyone for your awesomeness, all day, every day.

s 9(2)(a)

Thursday, 16 May

s 9(2)(a) 16/05 8:43 am

s 9(2)

Good morning Craig, we plan to organise a meeting so we can talk to the staff who are working on the 18th May in Tākina to give the team an update as to the current situation and answer any concerns / worries. Could you let me know which time would suit them today? Thanks!

16/05 9:37 am



Please invite s and s 9(2)




s 9(2) 16/05 9:37 am


s 9(2)

Thanks Craig!

 **Tākina event Saturday 18th May** Chat Files Recap Speaker Coach Q&A 

 Jake Downing named the meeting Tākina event Saturday 18th May.

 16/05 4:35 pm Meeting ended: 30s

 16/05 4:35 pm Meeting started

s 9(2)(a) 16/05 4:37 pm

hi team

s 9(2)(a) 16/05 5:02 pm

If Media are invited in - can we request they do not film staff

s 9(2)(a) 16/05 5:04 pm

Thanks all, great mahi!



s 9(2)(a) 16/05 5:05 pm

Thank you team. Shout out to s 9(2)(a) can appreciate the large body of work on this great response plan.



 16/05 5:05 pm Meeting ended: 29m 45s

MS Teams chats:

1. [REDACTED] s 9(2)(a) [REDACTED] s 9(2)(a)

Wednesday, 8 May

[S] [REDACTED] s 9(2)(a) 4:19 pm
Hey [S] are you free now to pop down to my desk for few minutes? just need to discuss the [S 9(2)] event

[S] [REDACTED] s 9(2)(a) 4:27 pm
Hey, just thinking about that site visit, what (basically all) I do know about the remote presenter is that they are in/from Canada in case that corroborates info that Kate et al have...

[S] [REDACTED] s 9(2)(a) 4:40 pm
Ah. A bit of research done up here makes it clear what concerns are now. Yes. It is *that* [S 9(2)]

[S] [REDACTED] s 9(2)(a) 4:40 pm
Yeah that's what I told her

[S] [REDACTED] s 9(2)(a) 4:40 pm
100% it is.

[S] [REDACTED] s 9(2)(a) 4:41 pm
huh?

[S] [REDACTED] s 9(2)(a) 4:43 pm
100% it is *that* [S] (Sorry, it's caused a (minor) stir up here)

Thursday, 9 May

[S] [REDACTED] s 9(2)(a) 4:43 pm
100% it is *that* [S] (Sorry, it's caused a (minor) stir up here)

Thursday, 9 May

[S] [REDACTED] s 9(2)(a) 4:45 am
Hiya. Have chased up info about this event. Their sites are blocked by TP policies it appears.
Remote speaker is Mia Hughes and it's basically anti-trans content it would appear.
[S 9(2)(c)]

[S] [REDACTED] s 9(2)(a) 4:47 am
Hey update about [S] I've been told to give [S] a deadline to reveal the content otherwise his event can be cancelled but looks like we're going to cancel it anyway

[S] [REDACTED] s 9(2)(a) 9:47 am
Love [S] s email which tells me *absolutely nothing* about AV too.
Cool. Thanks for the update. See what we hear. (meanwhile AV Ops up here are spitting about lack of detail. Fair enough too)

[S] [REDACTED] s 9(2)(a) 9:49 am
I'm in a meeting, will come give you a proper update in person when I'm finished

Friday, 10 May

[S] [REDACTED] s 9(2)(a) 1:43 pm
No decision has been made on [S 9(2)]. I've been told to carry on like normal, so you'll need to get AV confirmed in case it goes ahead.

[S] [REDACTED] s 9(2)(a) 1:44 pm
Typing the email now funnily* enough.
*it's not particularly funny to me [S 9(2)(a)]

[S] [REDACTED] s 9(2)(a) 1:46 pm
yeah it's frustrating

Wednesday, 15 May

s 9(2)(a) 12:46 pm
yeah it's frustrating

Wednesday, 15 May

s 9(2)(a) 12:39 pm
Hey just saw S email. Best to call Andrew and ask him how he'd like you to respond.

s 9(2)(a) 1:11 pm
Ah apologies - missed this. s 9(2)(a)

s 9(2)(a) [redacted]
How would I know about that S figure anyway? I learnt that same place he did. Ho-hum. God bless the short lead-in in this instance I guess. Next.

s 9(2)(a) 12:04 pm
I don't think he was accusing your team directly
There is information out in the public which should be confidential which is concerning

Friday, 17 May

s 9(2)(a) 11:43 am
Hey I'm noticing orders are closed for s 9(2) tomorrow. s is requesting record of projected content so if Ops decide it's doable it would be an addition to orders.
I'm going to lunch. So for now am replying that I'm looking into it but that work orders are closed and the evnet is being set up at the minute.

s 9(2)(a) 2:39 pm
Hey not sure what's happening here (or if anything even can). Obviously I already feel AV is confirmed as all squared up.
I've followed up with s communicating he should proceed with enquiries to ID someone to record their show (they've lost their appointed op to a bereavement), that our lot can provide audio and video feeds for a third party.
So we're covered in case it meant enquiries you might still have to make.

s 9(2)(a) 2:54 pm
Hey the higher ups have taken over this event, so no need to make any changes. Work orders are closed because everything is paid up and at this stage we're not making any changes. If s needs more stuff added on, send him to chat directly with Jake Downing (or maybe Craig) and they will filter anything down to us. Event is out of our hands now.


s 9(2)(a) 2:54 pm
Hey the higher ups have taken over this event, so no need to make any changes. Work orders are closed because everything is paid up and at this stage we're not making any changes. If Glenn needs more stuff added on, send him to chat directly with Jake Downing (or maybe Craig) and they will filter anything down to us. Event is out of our hands now.

s 9(2)(a) 2:57 pm
Yeah great, cheers. We'd all assumed this actually as Ops couldn't print work orders for an event that's 'taken place' - caused quite the stir..!
(Good that my responses should make sense to s then, I hope)
Good learning for future actually - that this sort of change should be communicated to relevant parties to allow all teams to get ducks in a row before closing orders. No biggie to amend for our needs thankfully.

2. s 9(2)(a)

Friday, 10 May

s 9(2)(a) 12:55 pm
Hey can you give me a shout when you have a moment? Keen to discuss how to proceed with this s 9(2)(a) situation

s 9(2)(a) 12:57 pm
5 mins
 1

3. s 9(2)(a) s 9(2)(a) s 9(2)(a)

Friday, 17 May

s 9(2)(a) 8:41 pm
Oi mate, sorry to message late. Thought you might want to know s 9(2)(a) asking if recording was still an option via contacting Jake or Craig (the official line) before pivoting to saying we'd discussed imag we're now failing to deliver.

He's obviously there with event partners who are querying what av is ordered.

Realising he's dropped the ball s 9(2)(a)

s 9(2)(a)
Just in case it's appropriate to give s a headsup.



s 9(2)(a)



s 9(2)(a) No need to respond but also welcome to call if needed.

s 9(2)(a) 9:44 pm

s 9(2)(a)



Turn your phone off!

Hope you get some well deserved down time after this weekend mate

s 9(2)(a) 10:32 pm

s 9(2)(a) Sorry to miss your replies mate, preemptively following your advice to ignore phone..! 😊

Thank you for your typically pitch-perfect comms 🙌❤️

s 9(2)(a)



s 9(2)(a) 11:20 pm

s 9(2)(a)

s 9(2)(a) 11:20 pm

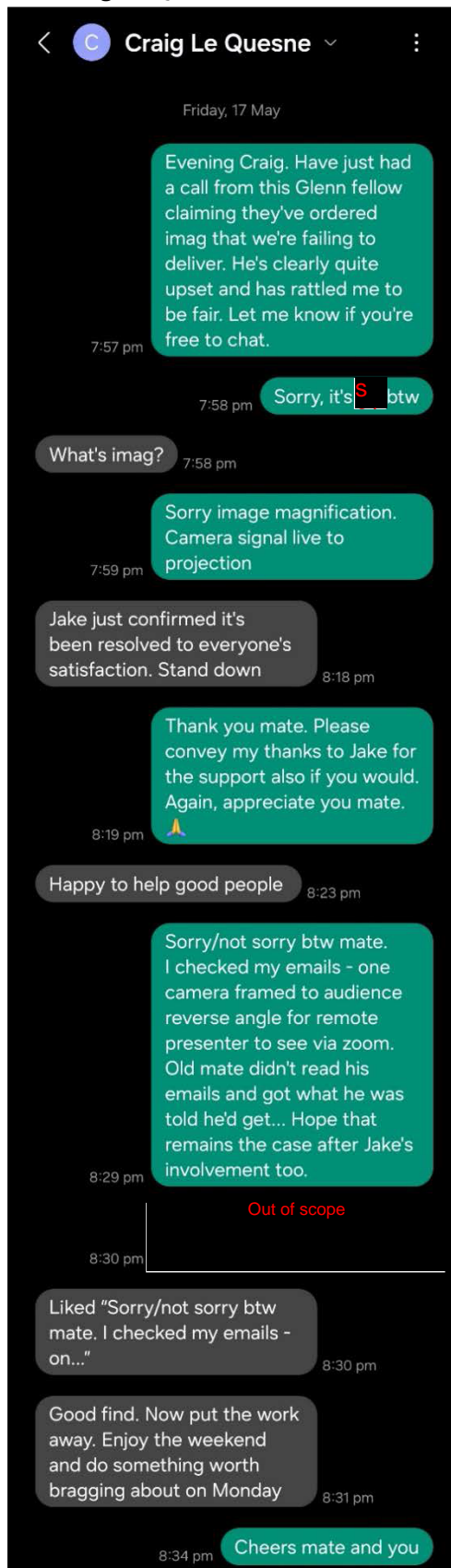
s 9(2)(a)



s 9(2)(a)

Text Messages/SMS

1. Craig Le Quesne

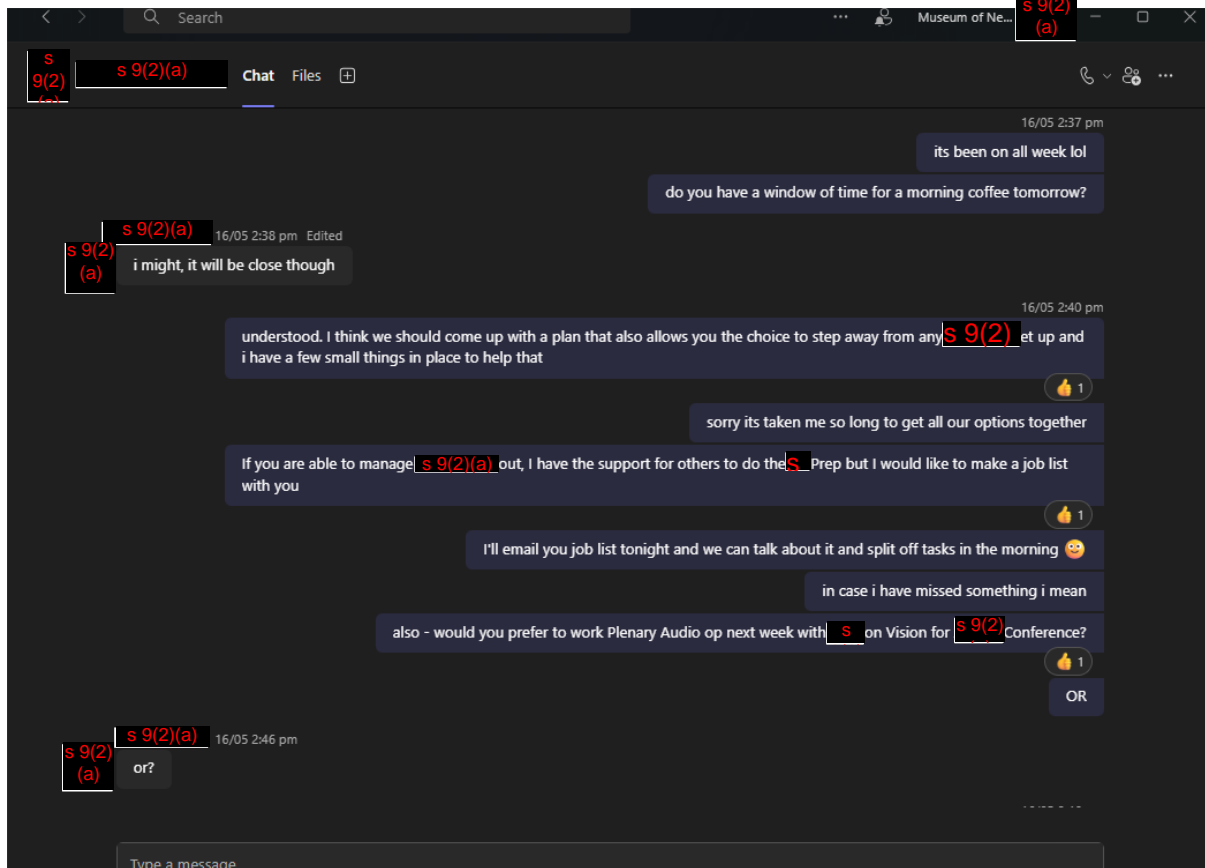


s 9(2)(a) communications

MS TEAMS CHATS

With s 9(2)(a) and s 9(2)(a) respectively.

No other Teams chats were had that I recall or can find in a search



s 9(2)(a)

communications

The screenshot shows a Microsoft Teams chat window. At the top, there is a search bar and a window title bar for 'Museum of Ne...'. The chat header shows a profile icon for 's 9(2)(a)' and tabs for 'Chat', 'Files', and '+'. The chat history includes a message from 'Jamie Andersen' at 16/05 3:45 pm, which contains a document attachment named 's 9(2)(a) pack out.docx'. A subsequent message from 's 9(2)(a)' at 16/05 3:46 pm reads: 'you and I are thinking the same thing. Ok if I edit/add some questions int here?'. This message has a thumbs-up reaction. Below it is a large blue message block from 's 9(2)(a)' containing the following text: 'ok heres my thoughts:', a bulleted list with two items: 'We may need to strike ops from this table and put on to a trestle. Otherwise we gotta do it over the weekend.' and 'Amokura desk has to travel back to amokura. From monday onwards its back to trestles in takina', the text 'Strike Lecterns from Stages A & C and return to storage', and two paragraphs: 'Not your issue but a heads up that s 9(2)(a) will come in at some point to provide and install Media split for the back of the room (for s 9(2)(a))' and 'so basically I just need to troubleshoot those stupid desks. and I am quoting on a couple of awesome new desks to replace them'. This message block has a thumbs-up reaction. The chat continues with a message from 's 9(2)(a)' at 16/05 3:55 pm asking 'chuck AMO desks in loading dock?'. A final message from 's 9(2)(a)' at 16/05 3:56 pm responds: 'Mez is preferred but might not fit. Otherwise yes, loading dock'. The bottom of the chat shows a 'Type a message' input field and a toolbar with various icons for editing, sending, and other chat functions.

b) Weekly

- Ensure all ledges, skirting, sills, partitions, cabinets, doors, and door hardware are free of dust build up.
- Areas are cobweb free.
- Toilet floors are scrubbed & machine buffed where applicable.
- Areas behind toilet bowls are clean and free from dirt and dust build up.
- Walls are damp wiped especially around hand driers, towels, pipes, and bins.
- All kick/face plates on doors, door vents and ceiling vents are dust free.
- Add 1 litre of water to each floor drain.
- Vacuum or wet wipe ceiling extract grilles

c) Service crew – usually every 2 hours (or hourly on request)

Extra cleaning may be required during school holidays and when there are large events. This will be communicated by Tākina Events and the WCC Facilities Representative and will be “on a request basis.”

- Clean spillages (This does not include spillages in the café these will remain the responsibility of the café to clean up and if stain removal is required then they can ask for a price on request for the cleaning staff to remedy)
- Replenish toilet rolls, paper towels, and soap.
- Remove rubbish to disposal point and change liners if required.
- Spot clean mirrors, fixtures, fittings, doors, cubicles, glass, aluminium, light switches, wall surfaces and tiles
- Clean toilets and hand basins
- Dry mop the floor and spot clean if necessary

Toilets	Room	Once a day deep clean in morning (On request for Level 1, 1M and 2)	Frequency 9am, 11am, 1pm, 3pm and 5pm
Level 0	Kitchen Staff Toilets X3	✓	2 hourly
	Kitchen shower	✓	Once a day
	Exhibition Toilets x3	✓	2 hourly if event on
	Public Toilets near gold lift	✓	2 hourly
	Staff change rooms x2	✓	Once a day

Toilets	Room	Once a day deep clean in morning (On request for Level 1,1M and 2	Frequency 9am, 11am, 1pm, 3pm and 5pm
Level 1	Public Toilets – dockway end	✓	2 hourly if event on
	Public toilets – and parent room	✓	2 hourly if event on
Level 1A	staff toilets		2 hourly if event on
Level 2 Toilets	Parents Room by Dockway	✓	2 hourly if event on
	Public Toilets by Dockway	✓	2 hourly if event on

3. Staff Office Areas

These include the following areas.

Level 0

- Reception
- Uniform Store
- Venues Office

For staff offices please keep disruptive work such as vacuuming, spot cleaning windows, emptying bins and desks to be done before 8.00am or after 5pm.

When cleaning these spaces please do not touch or disturb equipment, items on desks or work surfaces. Some offices may contain collection items so care must be taken. Please do not clean whiteboards.

a) Daily

- Spot vacuum/ static mop floor
- Empty rubbish to disposal points and change liners when necessary. Clean and sanitise bin if required.
- Spot clean all vertical surfaces, fixtures, fittings, light switches, screens, cupboards columns, doors and walls up to 2.4m as per Section 1.5, and ledges up to 1.8m as per Section 1.5.

b) Weekly

- Vacuum all carpets/ carpet tiles. Take particular care in corners and under furniture. Please take care to return furniture to its original position.
- Wet mop hard floors
- Damp dust surfaces such as light switches and swipe control access plates and surrounds, fixtures and fittings, cupboards, ledges, and furniture
- Clean kick/ face plates on doors

c) Monthly

- Damp dust chairs and furniture legs and tops of furniture.
- Dry dust printers and printer service areas units where accessible
- Damp dust walls to 1.8m, skirtings and the top of partitions and doors

On request by Tākina Events Manager

- Shampoo chairs and sofas

4. Common Areas/Corridors/Goods Entrance/Rubbish Dock

This includes but is not limited to the following areas shown on the plan.

Level 0

- Dockway – Goods lift Lobby, Dock A and B, Large Store 1 and 2.
- Bin Room
- Corridors