

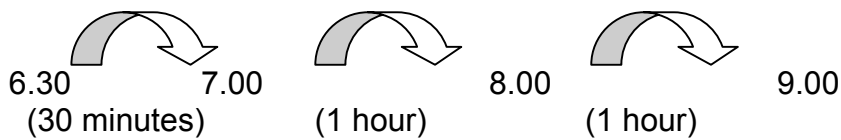
## Planning your working day: environment and cleaning

You need to plan your working day in order to make best use of the time available.

**Example:** A caretaker works from 6.30 - 9.00 and has to clean six classrooms.

To work out how long he can spend on each room, divide the time available by the number of rooms.

**Step 1** Calculate how much time is available by counting the hours and minutes from the start time to the finish time.



**6.30 to 9.00 = 2 hours 30 minutes**

**Step 2** Convert the hours into minutes.

2 hours 30 minutes = 60 minutes + 60 minutes + 30 minutes = 150 minutes

**Step 3** Divide the available time by the number of rooms.

150 (minutes) divided by 6 (rooms) = 25 (minutes per room)

