

Church Cleaning Duties (Revised 2019)

Church Sanctuary: There are specific mops to dry mop the floor. These are located on the south wall or the left when you enter the storage room off the back of the dining area. There are also specific mops to wet mop this same area. Also, wipe down the pews since dust sticks to them and straighten the books. There is dusting spray located in the silver metal cabinet in the storage room off the back of the dining area.

Altar: This is a hardwood floor, so PLEASE do NOT use any harsh chemicals to clean it. To clean the altar floor use a two step process with the two mops which are located in the tall cabinet behind the altar. The fluffy mop is to be used for the initial dry cleaning. Then the flatter mop with the blue pad is used with spray for the final cleaning. The cleaning spray for this final step is also located in the tall cabinet behind the altar.

Lobby/Entrance: Vacuum and pick up. The vacuum is located by the mops in the storage room off the dining area. If the vacuum bag needs to be changed, these bags are located in the silver metal cabinet in the storage room off the dining area. Also clean the entrance door windows, if needed. Glass cleaner is also found in the metal cabinet in the storage room off the dining area.

Bathrooms: Sweep floors, clean sinks, fixtures, counters, and toilets. Toilet brushes are in the bathrooms. Cleaning supplies, as well as rubber gloves, are found in the women's bathroom in the storage cabinet.

Garbage: Empty all garbage bins and replace with clean bags which should be found in the metal cabinet in the storage area off the dining room. Garbage should then be taken out to the dumpster located by the garage.

When finished cleaning, please initial the cleaning chart on the clipboard in the silver metal cabinet in the storage room off the dining area. Also make note if there is a need for any additional cleaning supplies on the clipboard located with the supplies in the storage room.
Thank you for your assistance in keeping our new church looking so good!