

Dear Ladies of Holy Angels,

Thank you for your help and support of our parish! To make it easier to remember when it is your turn to clean, we are sending you a friendly reminder. Please note that you can come in to clean anytime Thursday (after mass) through Saturday (before 4pm). Feel free to bring along a friend, your spouse, or a child old enough to help!

God be with you,

Reah Bures, President: 785-448-5371

Davina Barnett, Vice President: 785-204-1791

Helen Norman, Treasurer: 785-448-3826



Terri Barnes, Secretary: 620-724-0174

Holy Angels Church Cleaning Checklist




Note: All cleaning supplies are kept in the closet under the choir loft steps, and the bathroom vanity. The sacristy will be kept locked at all times except for mass. Please do not worry about cleaning the sacristy. If you need contact information for your cleaning partner, please contact the parish office!

check off to keep track



Altar Area

- Remove candles, dust and wipe plexiglass under Mary and Joseph 
- The candlestick holders have recently been refinished and do not need to be cleaned. 
If they must be moved, please use the white gloves provided in the cleaning closet.






Main Entryway Prep

- Empty the holy water fonts onto the outside shrubs. Clean the holy water fonts with CLR and refill with fresh holy water from the container along the back north wall. 
- Sweep and mop main entry. A swiffer mop is provided. 
- *Note:* We now have a cleaning service that takes care of the floor mats so there is no longer any need for you to clean the mats.
- Use a damp cloth to wipe down the interior and exterior of the main doors. 
DO NOT USE FURNITURE POLISH OR CLEANERS.

Vacuum and Dust

- Run the vacuum in the pews include the confessional, stairs, choir loft and Altar 
- Dust pews and knock down cobwebs in stained glass windows and on altars, using Endust, Old English or Liquid Gold. *Please do not use Pledge or other sprays that contain silicone.* 

Restroom/ Trash & Outside Entrance

- Clean restroom: The bathroom cleaning supplies and bucket are in the cabinet under the sink. 
- Clean the stool, mirror, sink, and mop the floor. 
- Replace toilet paper, paper towels & soap if needed. 
(Toilet paper key & extra cleaning supplies are in sound system outside bathroom)
- Collect all trash from trash cans in church and place it in the dumpster behind the parish office. 
- Sweep outside entrance (ramp and front steps) Sweep east entry, including ramp and steps. 
- *Note:* See above *Note* for Main Entryway Prep.

Thank you for helping keep our church clean and beautiful!
Questions or comments? Please contact the parish office or an officer listed above.
785-448-1686 office@hasjparishes.com