

# RECTORY CLEANING – Spring and Fall

## **GARAGE**

Sweep

## **GENERAL**

Clean light fixtures and ceiling fans (where needed)

Wash windows

Dust or vacuum blinds

Dust pictures on walls

Clean around all light switches

## **OFFICES**

Just wash windows and dust blinds—leave rest as is

## **KITCHEN**

Clean refrigerator & stove (inside and out) and countertops

Clean inside of cupboards (where needed)

Clean outside of the new cupboards

Wash walls where needed (especially around light switches and stove)

Dust all pictures

Wash throw rugs if needed (or just shake out)

Wash windows and dust blinds

## **UTILITY ROOM**

Polish outside of cupboards – Old English

Do not need to defrost freezer unless very frosty

Wash floor and rugs if needed

Wash windows and dust blinds

## **FATHER'S BATHROOM**

Clean rugs on floor and wash floor

Scrub shower curtain & tub / tub surround

Wash walls where possible

Scrub vanity counter

## **FATHER'S BEDROOM**

Wash windows and dust blinds and pictures

Clean dresser mirror

General dusting of room

Vacuum carpet if needed

(Don't wash bedding)

## **GUEST BEDROOMS**

Dust and tidy up book shelves  
Shake out throw rugs  
Wash windows & dust blinds & pictures  
Dust and/or vacuum wood floors  
Polish wood floors with Holloway House QUICK SHINE  
Vacuum chairs  
(Wash bedding)

## **GUEST BATHROOM**

Clean tile & vanity & mirror  
Scrub floors  
Wash rugs (if needed)  
Tidy up bathroom linen closet in hallway

## **LIVING ROOM**

Wash Windows & dust blinds and pictures  
Vacuum furniture  
Clean ceiling fan  
Dust & tidy up end tables and bookcases

## **HALLWAYS**

Clean light fixtures (if needed)  
Dust pictures

## **FATHER'S OFFICE and BATHROOM--OFF KITCHEN**

Tidy up & dust  
Vacuum furniture  
General dusting of room  
Clean stool, sink and tile in bathroom  
Wash windows & dust blinds  
Do not need to dust Father's Desk  
(Shower is not used)

## **DINING ROOM**

Clean china cabinet  
Clean and tidy up dresser  
Wash windows & dust blinds & pictures  
Dust dining room table  
(Don't launder crocheted tablecloth)

## **5 OUTSIDE DOORS TO HOUSE**

Wash doors and clean glass

**EAST FRONT DOOR LANDING**

Sweep off cement and vacuum or shake throw mat

**BASEMENT**

Check to see what might need to be done

Sweep and dust around boxes where needed

Do not need to clean bathroom in basement – no longer used – Maybe sweep and dust

Thanks, ladies, for all your help. God Bless.....Father An Duy Phan and Mary  
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