

CLEANING CHECKLIST

MONTH: _____

SOCIAL HALL & VESTABULE

- Vacuum elevator, wipe clean handles
- Dust/wash windowsills
- Remove garbage, replace garbage bag
- Vacuum carpet
- Wash tables and chairs
- Clean windows and doors with glass cleaner
- Clean drinking fountains and dry with towel after wiping
- Wipe clean coffee/drink bar

BATHROOMS

- Scrub toilets and sinks
- Wash floors
- Clean mirrors with glass cleaner
- Restock paper products, refill soap
- Remove garbage, replace garbage bag

KITCHEN

- Sweep and mop floor
- Wash prep surfaces and scrub sinks – Bar Keepers works best for white porcelain sink
- Clean stoves
- Wash inside of refrigerators, throw away expired food
- Clean inside of microwave
- Stock paper supplies, hand towel dispensers
- Vacuum under the counter between kitchen and social hall

SACRISTY

- Dust cabinetry
- Dust mop wood floor, vacuum rugs
- Clean sink, stock paper towels
- Remove garbage, replace garbage bag

NARTHEX & STAIRWELLS

- Clean wood work, trim, hand rails – scrub with Murphy oil soap and warm water
- Dry dust leather furniture
- Vacuum carpet
- Clean windows with glass cleaner
- Clean restroom, empty garbage, wash floor, stock products
- Vacuum stairwells
- Dust windowsills

SANCTUARY & BALCONY

- Remove garbage, replace garbage bag
- Vacuum carpet
- Scrub tops of pews using Murphy oil soap in warm water
- Dust pews, wood furniture, trim work
- Dust mop and/or vacuum pew floors
- Dust windowsills
- Straighten books in pews
- Vacuum balcony pews seats and steps
- Dust mop balcony floor
- Clean balcony handrail – scrub with Murphy oil soap

MUSICIAN'S ROOM & STAIRWELL

- Dust mop floor and sweep steps, mop when needed
- Remove garbage, replace garbage bag
- Wash tables
- Dust woodwork
- Clean bathroom toilet and sink
- Clean mirror with glass cleaner
- Restock paper products, refill soap

Supplies and consumable products are supplied by the church:

- **Cleaning products** – located in Room 105 (Storage) NW corner of social hall
- **Vacuums, extension cords** – located in Room 105 (Storage) NW corner of social hall. After use, empty Shark vacuum canisters; rinse out filters and air dry. Change Oreck vacuum bags as needed.
- **Broom, mop, bucket, garbage bags** – located in the closet in the south kitchen and underneath the sink by ovens in the kitchen.
- **Paper, consumable products** – located in Room 102 (Mechanical/Electrical) NE corner of social hall.

Please launder and return used kitchen towels/rags and dirty wet floor or dust mop pads.