

St. Joseph Parish Cleaning Team Schedule

Revised Nov. 16, 2020

Church Phone: (920)732-3770

Email: stjoseph@tm.net

Dear Cleaning Teams, Thank you for volunteering your time to keep our parish clean. Listed below is the information needed for cleaning. If you have any questions, please call the parish office. THANK YOU!

*Normal scheduled cleaning time is 9am on Saturdays, however, you have from Wednesday afternoons until Saturday before the 4pm Mass to clean the church. If you would prefer to clean on a weekday instead of Saturday, please leave a message on the church phone so that we are aware of when your team will be in church cleaning.

* If your assigned date does not work for your team, please contact another team to see if they can switch with you or call the office. Please contact the parish secretary, Kathy Kochan if you switch with another team or have any questions. A copy of the schedule will always be posted on the bulletin board by the East church entrance.

Information you need to know:

1. Team lead is responsible for unlocking and locking the church. The key will be in the lock box at the south entrance. Call the office for the security code. Please return the key to the lock box immediately after unlocking the door so that it does not mistakenly get taken with you when you leave.
2. Vacuums are in the room to the right of the altar in tall cupboard. Rest of cleaning supplies and cleaning instructions are in cupboard by East entry (elevator).
3. Report any supply needs or other seen issues to the office.
4. Make sure all doors are locked before leaving. The East entrance door by elevator is self-locking so it's a good idea to use that exit when leaving.

Clean the following:

- Vacuum church proper, entryway, altar and sacristy. Vacuum upholstered chairs if needed.
- Sweep all stairs and landings.
- Dust off pews, windowsills, and furnishings.
- Dust pew arm rests with pledge and a cloth.
- Clean all glass doors.
- Empty wastebaskets if needed.
- Check bathrooms for paper in stalls. Spot clean if needed.
- During winter months, wipe down entry stairs.

St. Joseph Parish 2021 Cleaning Schedule

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Week ending	Team	Team Leader	Leader Phone #
May 8	Team Holschbach	Dawn Holschbach	920-323-4733
May 22	Team Lodel/Marsicek	Cathie Lodel	920-732-3370
June 19	Team Hatfield	Cindy Hatfield	920-538-4157
July 17	Team Oswald	Doug Oswald	920-360-4804
Aug. 14	Team Schrubbe	Linda Schrubbe	920-863-5118
Sept. 11	Team Langer	Rachel Langer	920-419-5840
Sept. 25	Team Stadler	Mary Stadler	920-323-7013
Oct. 9	Team Thelen	Cindy Thelen	920-905-5282
Oct. 23	Team Rabas/Kuik	Marcia Rabas	920-863-1737
Nov. 6	Team VanDyke	Lisa VanDyke	920-754-4654
Nov. 20	Team Thompson	Kim Thompson	920-901-0376
Dec. 4	Team Abts	Donna Abts	920-863-5662
Dec. 18	Team Nelson	Holly Nelson	920-629-1241