

It's time to spruce up our church. As a band co-chairman, please contact your band members and clean the assigned areas. They might want to bring buckets, gloves, etc. Please cross off your assignment in the upstairs cleaning closet when you are finished. Thank you VERY much. **The general cleaning date is March 20<sup>th</sup> starting at 8:30 AM.**

**Band 1 – West side – Main Body of Church:**

**Jan./July**

Wash all pews (front, back, sides) with Murphy soap, let dry and wipe with oil finish (make sure they are dry to touch and not oily)

Wash stations of cross with Murphy soap, let dry and wipe with oil finish – be very careful as the items are hung on the wood and can move. Ladder is in the basement storeroom.

Wash side windows and woodwork as high as you can do so safely. Wash walls above heat registers and heat registers.

Vacuum corners and under the heat registers. Vacuum under pews, scrub floor and metal work as able. Vacuum and clean Reconciliation Room

**Band 2 – East side – Main Body of Church**

**Feb./Aug.**

Wash all pews (front, back, sides) with Murphy soap, let dry and wipe with oil finish (make sure they are dry to touch and not oily)

Wash stations of cross with Murphy soap, let dry and wipe with oil finish – be very careful as the items are hung on the wood and can move. Ladder is in the basement storeroom.

Wash side windows and woodwork as high as you can do so safely. Wash walls above heat registers and heat registers.

Vacuum corners and under the heat registers. Vacuum under pews, scrub floor and metal work as able.

**Band 3 - Choir loft and Stairs, north Main Entrance:**

**Mar./Sept.**

Dust and polish with Murphy's oil, finish with oil finish all wood surfaces, including both sides of all doors. This has not been done for a while and they need a good polished finish.

Wash: choir loft floor, windows and windowsills and all stairs down to Main Entrance. Both sides of windows by doorways and walls in stairways. There is a ladder downstairs – please be safe.

Clean and sort any items as needed. If weather allows, please sweep the exterior landing area and steps on north side, including washing exterior windows and door of rectory.

Spot clean and vacuum carpeted surfaces.

**Band 4 – Sacristy, Altar**

**Apr./Oct.**

Strip cloths from all altars, shake clean, dust and lightly polish altars then put cloths back on Wash and polish tables, pulpit, doors and chairs with Murphy's oil.

Dust and polish with Murphy's soap and oil finish all doors, cedar railing and statues/shelves L&R of altar.

Spot clean and vacuum. Remove wax as needed, polish all stands.

Sacristy – general cleaning and polish of all surfaces – counters, cupboards, doors, floors, small fridge, windows, sink.

**Band 5 – Side entrances, Cry Room, Exterior entrances +**

**May/Nov.**

**2 Side Entrances:** dust all, wash and polish both sides of doors, spot clean carpets, vacuum, wash windows, clean exterior step/ramp areas.

Cry Room – dust, wash and policy all, vacuum, wash windows.

Exterior – as weather allows, clean around side entrances of church and the patio area between church and rectory.

Vacuum and clean Alter Server Closet

**Band 6 – Basement and kitchen:**

**June/Dec.**

Vacuum and spot clean all carpeted areas. Sweep and scrub all hard surface flooring, including kitchen.

Remove table coverings and wash all surfaces of tables. Check chairs and clean as needed.

Clean frig and sort cupboards (tossing any outdated items.) Wash cupboard surfaces, countertops and clean and polish stainless surfaces. Wash stove top and provide a general clean to the entire area.