



## CLEANING PROCEDURES

Updated October 27, 2007

### SCHEDULE

Please take a copy of the cleaning schedule home with you, and make sure you remember when your week is! Ron Chase will contact you when your turn comes, but do not rely on him to be your conscience. **How we care for our worship space is an indication of how seriously we take our worship.**

### KEYS

On your assigned week, the **Maintenance Manager** will give you a set of keys to the building. They include a key for the outside entrance, a key to the back hallway, and a key to the storage room. The keys for the paper towel and toilet paper dispensers are hanging to the left of the door to the back hallway.

REMEMBER: You need to unlock the hallway door or take the key with you when going out into the hallway or you will be locked out!

### SUPPLIES AND EQUIPMENT

- Cleaning products – glass cleaner, bathroom cleaner, floor cleaner, and trash bags – are located in the cabinet under the kitchen sink. Flushable cleaning pads for the toilet bowl are also under the sink. The cleaning brush is hanging on the side of the toilet in the ladies bathroom.
- The vacuum cleaner, broom and dustpan are located in the first closet in the nursery.
- Dust mop, mop, and mop bucket are in the utility closet in the bathroom hallway. There is also a mop sink in that closet you can use to fill and empty the mop bucket.
- Toilet paper and Paper towel rolls for the bathrooms are in the supply closet.

### SANCTUARY

- **Make** sure two hymnals are under each chair with a rack underneath. The front row of chairs also gets a hymnal on every other chair.
- Pick up any bulletins or papers left on the chairs or floor.
- Make sure chairs are neatly lined up
- Dust any flat surfaces
- Vacuum the carpet (but make sure you remove large pieces of paper, etc. before vacuuming)

### CLASSROOMS AND NURSERY

*(Teachers and nursery workers are responsible for picking up materials and toys after class/service)*

- Make sure chairs are neat and organized.
- Empty trashcans into big trashcan in kitchen –change trash bags as needed.
- Vacuum carpet or sweep floors, depending.

### **KITCHEN AND HALLWAY**

- Sweep the floor. You can set the vacuum to non-carpet for this, if you want, or use the dust mop.
- Empty trash cans (save kitchen trash can for last as you will take that out with you)
- Check kitchen counters to be sure they are clean
- Use WINDEX to clean the front door, inside and out. (other cleaners leave unsightly streaks)
- Mop the floor with a mixture of warm water and a little bleach

### **BATHROOMS AND BACK HALLWAY**

*We share the bathrooms with other tenants, but please clean them thoroughly anyway. The other tenants do help keep them clean but we want to just make sure they are ready for us on Sunday morning.*

- Wipe down all surfaces with disinfectant cleaner
- Check toilet paper and paper towel levels.
- Clean the mirrors with **WINDEX**.
- Empty trash
- Clean toilet bowls
- Dust off heater
- Wipe down the drinking fountain
- **Sweep and mop floors**

### **TRASH**

Usually, the trash is emptied at the end of the Sunday worship gatherings; but sometimes there is trash from the weekly activities.

Empty all trashcans/bags into the large kitchen trash bag. Take the trash bag home with you.