



### **SOME INFO ON WHAT TO CLEAN:**

- 1) Turn on all lights and check all rooms, hallways, chapel for things to do.
- 2) Vacuum all rooms, hallways, chapel, chapel seating.
- 3) Arrange songbooks; remove paper and any other trash from book holders.
- 4) Report any damage, dirty spots on seat covers and back of pews.
- 5) Dust off piano and any other area that collects dust.
- 6) Report any lights out; or, any receptacles that are not working.
- 7) Empty all trash cans and take to outside dumpster.
- 8) Clean all chalk boards so that no former writings or drawings appear.
- 9) After all vacuuming is done setup all chairs.
- 10) Clean all exterior glass doors and windows around them.

Note: Check large vacuum once during the 4-5 cleaning period.

### **SOME INFO ON BATHROOMS:**

- 11) Bathrooms are the most important areas to keep clean; more germs spread from them than any other area. So, it is important that we do the following:
- 12) Clean the toilet bowls, including the seats, and hardware with the proper solution.
- 13) Clean all other objects that are touched by human hands with the same solution.
- 14) Clean all mirrors with the proper solution.
- 15) Clean all laves, hardware and counter tops.
- 16) Check soap holder and refill if needed.
- 17) Check towel holders and refill if needed.
- 18) Check all paper holders and refill if needed.
- 19) Empty diaper buckets and replace plastic containers.
- 20) Mop all floors with hot soapy water.