

*Janitorial Checklist

Date: _____

All black boxes must be done/checked every week: Red Boxes are as needed

Time in: _____ Time completed: _____

White Building

Office and bathroom

- Dust rooms thoroughly (especially no webs on mirror/in corners/wall/ceiling/furniture)
- windex mirrors (office and bathroom) /Pastor's computer monitor
- Vacuum all rugs: Pastor's office Front office
- Sweep and mop back hallway
- Empty and change all garbage cans:
 - Under admin desk
 - At door
 - In the office bathroom
 - PD Office

- Bathroom: scrub toilet and sink with chemicals Sweep and mop (Swiffer)
- Check soap, toilet paper, paper dispenser (change as needed)
 - Check Supplies in closet: anything needed?

Chapel

- Dust as needed: Sanctuary: especially the lights and windows
 Hallway Kitchen 2 Bathrooms
(at least 1 x month) Nursery Prayer room Kellogg Hall

Sanctuary

- Stock chairs with 1) pens, 2) contribution envelopes, 3) Bibles and Hymns placed every other
- Vacuum sanctuary/hallway/media room

Kitchen

- Wipe down counters and stove tops/clean with chems
- Scrub sink with chems
- wipe down inside microwave w. sponge x 2
- empty all 3 sink strainers in garbage/wash them out
- Sweep.. then
- Mop floor (with water mop and bleach)

Kellogg Hall

- Basic organization of things in room (put stuff in lost and found, and keep table near door organized)
- clean off couches
- clean table top and coffee cart
- Vacuum- all rug area including entry door inner and outer mats

