

Cleaning Checklist for Workdays

Sanctuary	Fall	Winter	Spring
<u>Kitchen</u>			
Clean grills/oven	_____	_____	_____
Clean microwaves	_____	_____	_____
Clean fridge	_____	_____	_____
Scrub floor/sinks	_____	_____	_____
Wipe down cabinets/counter tops	_____	_____	_____
Organize cabinets	_____	_____	_____
<u>Sanctuary</u>			
Clean/wipe down lights	_____	_____	_____
Clean thoroughly through sanctuary chairs	_____	_____	_____
Remove tape, staples, etc from beams, pipes etc...	_____	_____	_____
Organize wires over beams, doorways	_____	_____	_____
<u>Coat Closet: Organize</u>	_____	_____	_____
<u>Bathrooms</u>			
Under counter curtains secured	_____	_____	_____
Scrub/Deep cleaning of anything needed	_____	_____	_____
<u>Nursery: Wipe down large objects/Deep sanitize-wash everything else</u>	_____	_____	_____
<u>Prayer room: Dust/Wipe down everything</u>	_____	_____	_____
<u>Kellogg Hall</u>			
Organize closets	_____	_____	_____
Wipe down walls/touch up paint where needed	_____	_____	_____
<u>Windows: Hose down screens/windex windows</u>	_____	_____ X _____	_____
<u>Sound Booth: Basic Organization</u>	_____	_____	_____
<u>Vents: Dust/Windex all ceiling and wall vents</u>	_____	_____	_____
Office			
<u>Entryway: Cleaned and cleared</u>	_____	_____	_____
<u>Front Office: Dust/Basic organization</u>	_____	_____	_____
<u>Hallway:</u>			
Books organized (not loose or on top of books)	_____	_____	_____
Clear hallway/organize hall closets	_____	_____	_____
<u>Bathroom: closets organized/floor clear of objects</u>	_____	_____	_____
<u>PD Office: Basic organization</u>	_____	_____	_____
<u>Windows: Hose down screens/windex windows</u>	_____	_____ X _____	_____
Light Bulbs: Replace dead bulbs as needed	_____	_____	_____
Sheds: organize	_____	_____ X _____	_____
Trailer: Organize/clean/sanitize	_____	_____	_____
Tools Required:			
-Cleaning Supplies: Windex, Paper Towels, sponge, mop, floor chems, duster, bleach, wall eraser, etc... (all should be in janitorial closet: Must be opened)			
-Touchup paint: if needed in basement			
-hose-in shed			
-lightbulbs			

Seasonal

Winterize (Fall Workday: Sep-Oct)

- switch to heat and put insulation in sanctuary vent _____
- Switch direction of fans _____
- Put away office ACs (put in office bathroom) _____
- Put away: outdoor equipment _____
Grills-or cover them (big shed-back) _____
any misc objects (big shed) _____
All away: _____
tetherball (youth shed) _____
- Get Trailer Ready for winter _____
- Cut low hanging branches and any near roofs _____
- clear/confirm gutters are clear for water and are attached _____
- weed whack edge of parking lot _____
- address any entry way for rodents in buildings _____
- trim bush low and remove branches outside office window _____
- Clear around shed and other property misc items _____
- push back rocks at parking lot entrance _____
- Put away office AC Units _____
- Replace fire detector batteries:** Kellogg Hall _____ Hallway _____
Sanctuary ____ Office x 2 _____ Arcade _____ Basement ____
Jason _____ Sean _____ Up Office _____ (10 total: need ____ batteries)

Summerize: (Apr-May)

- switch to ac and remove insulation from sanctuary vent/switch fan _____
- Take out ACs _____
- Take out: _____
Grills-clean as well (from back shed) _____
Tetherball (From youth shed) _____
All out: _____
- clear around shed _____
- Remove any rocks from grass from plowing _____
- push back rocks at parking lot entrance _____
- Clear field of branches/garbage _____
- clear leaves/garbage from front stonewall area _____
- Clear around edge of property/cut down & remove anything growing in _____
- weeding/mulching where needed _____
- Preen/weed killer/grub ex as needed _____
- Playground tested and secured if needed _____
- Branches cut back from any buildings _____
- Trim bush at office (very Low) and remove all branches _____

Tent: Date Up: _____ By Whom: _____
Date Down: _____ By Whom: _____

Tools Required:

Winterize

Power washer
Leaf blower
Clippers
Chain saw
Weed whacker
Hedge trimmer
Ladder
Hose

Summerize

power washer
grill brush and cleaner
rock rake (Pastor's Tool)
Carpentry tools to secure playground
trimmer
chainsaw
Hedge trimmer
Ladder
Weed Whacker
leaf blower
garden rake
Tree clippers

Purchase:

Fall

Batteries for smoke detectors @\$20

Winter

Test Fire Extinguishers in January varies
Bulbs @ \$30

Spring

Mulch (30 bags @ 5 for \$10= \$60) @\$60
Preen/weed killer/grub-ex @\$60
Grill brush and cleaner @\$15
Total@\$175

Budget minimum \$250 for these essentials