

Custodial Requirements - 2012	Weekly	Scheduled
San's office - vacuum, dust & empty trash	X	Tuesday
John's office - vacuum, dust & empty trash	X	Tuesday
Kaci's office - vacuum, dust & empty trash	X	Tuesday
Sandie's office - vacuum, dust & empty trash	X	Tuesday
Office Manager's office - vacuum, dust & empty trash	X	Tuesday
Kathy's office - vacuum, dust & empty trash	X	Tuesday
Library - vacuum, dust & empty trash	X	Tuesday
Restroom next to Library - trash, clean surfaces, mop	X	Tuesday
Parlor - empty trash, dust & vacuum	X	Tuesday
Clean Bride's Room - windows, counter, mirror & all surfaces	X	Tuesday
Vacuum and dust Sunday School rooms on 2nd floor: Rooms 201, 202, 203, 204, 206, 208, 210, 212	X	Tuesday
Clean table tops	X	Tuesday
Vacuum hallway carpets on 1st floor	Twice weekly	Tues. & Sat.
Vacuum hallway carpets on 2nd floor	X	Tuesday
Dust tables in entryway outside offices	X	Tuesday
Elevator - vacuum, clean walls and tracks	X	Saturday
Sweep, vacuum and mop stairways	X	Tuesday
Clean drinking fountains in hallways	X	Tuesday
Dry dust mop main Sanctuary tile floor	X	Tuesday
Vacuum Sanctuary carpet	X	Tuesday
Chancel woodwork - remove dust with feather duster	X	Tuesday
Dry dust organ, pianos, Communion Table & Baptismal Font	X	Tuesday
Dry dust mop Chancel floor	X	Tuesday
Clean Narthex (empty trash cans, dust, mop tile & vacuum carpet)	X	Tuesday
Wet mop main Sanctuary tile floor	Monthly	
Vacuum stairs to balcony and balcony carpet	Monthly	
Dry dust mop balcony	Monthly	
Fellowship Hall (clean table tops and chairs with spray), vacuum carpet	X	Tuesday
Kitchen trash removed, sweep & mop floor	Twice weekly	Tues. & Sat.
Pantry - Sweep & mop	X	Tuesday
Main Floor Restrooms - Sweep and mop bathroom floors, restock paper towels, toilet paper and refill soap dispensers. Clean and sanitize counters, mirrors, urinals, toilets, behind toilets, partition walls, blinds and tops of all surfaces. Use Lysol Disinfectant Spray on the changing table	Twice weekly	Tuesday and Saturday
2nd Floor Restrooms - Sweep and mop bathroom floors, restock paper towels, toilet paper, and refill soap dispensers. Clean and sanitize counters, mirrors, urinals, toilets, behind toilets, partition walls, blinds, and tops of all surfaces.	Twice weekly	Tuesday and Saturday
Great Hall - sweep and mop floor and stairs, dust tables, shelves and window sills, clean play area	X	Saturday
Restrooms on Lower Level - sweep and mop floors, clean and sanitize sinks, toilets, showers, and changing tables. Clean mirrors and hand dryers. Restock toilet paper and paper towels. Refill hand soap dispensers and empty trash.	X	Saturday
Hallways on Lower Level - sweep and mop floors.	X	Saturday
Stairways to Lower Level - sweep and mop stairs.	X	Saturday
Coffee Room - clean sink, countertops and face of cabinets. Remove trash. Sweep and mop floor.	X	Saturday
Classrooms on Lower Level - sweep and mop floors. Remove trash. Dust shelves. Vacuum rugs or carpet. Clean tabletops. Clean restrooms and changing tables.	X	Saturday
Handbell Room - dust shelves and desktop. Remove trash. Vacuum carpet.	X	Saturday
Choir Room - dust shelves and tabletops. Remove trash. Sweep and mop floor.	X	Saturday
Cleaning kitchen counters, stove top, microwave, vertical surfaces and cleaning refrigerator inside and outside	Daily	Barbara
Announce/encourage church groups meeting in FH to clean tables and chairs after their meeting		
SUPPLIES NEEDED ONGOING: Cloth towels, Lysol Kitchen Spray, Furniture Polish, Lemon Disinfectant, Glass Cleaner, Pledge, Disposable Towels, urinal blocks, sanitary bags, dusters, disposable wipes, trash bags (small and large), liquid hand soap, dishwashing soap, dust mops, wet mops, etc.		