

Spring & Fall Cleaning List

~ As Time Allows ~

Restrooms

- Sweep & mop floors
- Clean toilets & handles (when cleaning handles, please dry them as chemicals are pitting them)
- Wash down walls, stalls & main door to bathroom
- Wash sinks
- Clean mirrors
- Restock paper towels/ toilet paper - wipe down paper towel containers with stainless steel cleaner.
- Empty trash.

Classrooms

- Wipe down blinds
- Wash windows & screens, doors & handles, tables & chairs
- Vacuum
- Pull out piano from wall & vacuum behind it.
- Wipe down White Boards (use discretion if educational items are on board during Sunday School period)
- Empty trash cans

Kitchen

- Wipe down interior/exterior: counters, refrigerator , stove, microwave, cabinet doors
- Soak coffee pots with vinegar for approximately 20 minutes & rinse well
- Pull out refrigerator / stove & clean behind them
- Check expiration dates of food in cabinet, discard as appropriate
- Check expiration dates of food in refrigerator, discard as appropriate
- Throw out old food in freezer, if any
- Empty trash and recycling containers.
- Wash out garbage cans
- Sanitize sinks
- Check supplies (garbage bags, coffee filters, etc.) & notify Property Management of any needed items

Nursery

- Wipe down toys with bleach & throw out broken toys
- Wash down wall by the dry erase board (wipe off marker has soiled the wall pretty badly) shelving, doors, tables & chairs.
- Dust blinds
- Sanitize sink

Narthex

- Wipe down serving table wall
- Vacuum carpet & baseboard area
- Clean carpeting with dry powder & orbiter that Cindy/Al/Property Management will provide
- Clean doors/windows by garden area & main entrance
- Pull wooden tables & chairs away from wall by office & vacuum.
- Wipe down chairs in fellowship area
- Vacuum carpet runners, then take outside & flip over to clean rubber backing if weather permits, otherwise do inside.
 - Once dry, roll runners that were in the sanctuary area/main entrance doors & place in Balcony Storage Room.
 - In the **fall** Bring out the extra carpet runners from Balcony Storage Room & place by the main entrance/office doors
- Mop floor in main entrance area
- Wash all glass surfaces

Outer Office/ Copier room

- Vacuum under desks, behind copier
- Wipe down desks, phones, etc.
- Wipe down blinds
- Empty trash containers

Sanctuary

- Vacuum Cold Air Returns & base board area
- Vacuum/wash down window screens
- Dust window ledges
- Replace burnt out light bulbs
- Vacuum carpeting & clean main isle with orbiter
- Remove gum from carpet
- Wash interior of windows & those windows between sanctuary & narthex
- Possibly clean mechanical room & furnace/storage room (located behind soundboard)
- Clean exit door in sanctuary.
- Pull out carpet runner for cleaning (wipe down rubber backing)

Storage Room/Balcony Area

- Vacuum steps & Balcony area (pull chairs away from wall & vacuum)
- Sweep or Vacuum Storage room floor – throw out unneeded boxes & garbage
- Change furnace filters (if applicable)

Water Fountain

- Soak paper towel over drainage area with white vinegar
- Wipe exterior of fountain with stainless steel cleaner

Exterior (weather permitting)

Spring

- Clean the exterior side of the church windows
- Pick up any trash on the outside of the property
- Check for burnt out lights/ damaged areas
- Check oil & gas for mowers & weed trimmer
- Prune shrubs & trees if needed
- Clean out the Memorial Garden. This is primarily cutting back last year's plants so the new can grow. We need to remove any weeds, but they probably haven't surfaced yet.
- Pull the water fountain top out of the garage, place back on top of water fountain and connect. We need 3-4 men to carry it.
- Pull weeds from the rocky areas surrounding the building.
- Cut back plants from the 3 center islands in the parking lot.
- Put out garden hoses if needed.
- The roses need trimming, but we need to let them be done by someone who knows roses.
- Rake. People will need to bring rakes.
- Put away snow shovels, sand and salt.
- The garden areas are in need of a lot of mulch, but I am guessing that will wait for another day.

Fall

- Winterize sprinkler system, replace broken sprinkler heads (with Marty Chromy)
- Winterize lawn mower & weed trimmer, check snow-blower & make sure it runs properly
- Pull out snow shovels & sand from garage & place in main entrance area
- Pick up trash
- Check for burnt out lights/ damaged areas
- Cover plants in garden that need to be protected (ask Jeff Pilla for directions)
- Drain Water Fountain of water, place top in Mechanical room located in the sanctuary.