

Cleaning Instructions

Updated Jan. 2008

MULTIPURPOSE ROOM, KITCHEN & FOYER FLOORS

MULTIPURPOSE ROOM FLOOR

Stack chairs to side of room -Dust Mop entire floor-Mop floor- water will need to be changes 2-4 times

Use designated rag mop/floor cleaner on cart (white with blue lettering)

Please don't use any other cleaner on floor, it may harm the finish.

Use utility room sink for dumping dirty water

Chairs may be left to side for whoever uses room next

Disinfect all tabletops(Multi purpose spray cleaner provided)

Clean Sink and Counter top (Paper towels are in store room)

Empty Trash cans

SWEEP/MOP KITCHEN FLOOR & SWEEP/MOP FRONT FOYER FLOOR

Shop vacuum can be used over mat in foyer if time permits

SANCTUARY

Vacuum entire sanctuary

Straighten chairs

Straighten and dust altar etc.

Check pews for garbage/paper

NARTHEX, CHOIR ROOM & HALLWAY

Vacuum narthex, hallways door to door, and mats in front of doors.

Vacuum Choir room and dust.

Straighten tables and discard dated announcements

NURSERY & KITCHEN COUNTERS

NURSERY

Straighten toys and bookshelves

Clean hard toys and disinfect surfaces as time permits (tables, kitchen, etc...)

(Please use multi purpose spray cleaner provided and paper towels)

Sweep and mop floor (need to move furniture) DO NOT use bathroom mop

Assess supply of hand sanitizer, kleenex, trash bags and changing pads.

The wand with the tennis ball on the end removes black marks on the floor.

Empty trash

KITCHEN

Clean countertops and sinks

Run Dishwasher and put away clean dishes (if needed)

Wipe out refrigerator and discard old items (as time permits)

Recycles can go in store room

Empty Trash (if needed)