

TENTATIVE CUSTODIAN DUTIES

DATE _____

TIME IN: _____

TIME OUT: _____

DATE _____

TIME IN: _____

TIME OUT: _____

Signed: _____

Important reminder: if any room is occupied with door closed, do not disturb, come back later to clean.

Check off items completed this date:

Red = Monday cleaning

Fellowship/Sanctuary Seating Area

- _____ **return hymnals and Bibles**
- _____ **general trash removal from sanctuary/worship area**
- _____ **empty waste baskets**
- _____ **vacuum carpet**
- _____ **report any carpet stains to the office**
- _____ **clean altar glass (2nd day)**
- _____ **remove cobwebs from windows, etc.**

Library/Parlor (rental room!)

- _____ **empty wastebaskets**
- _____ **dust/polish tables**
- _____ **vacuum carpet**

Once a month: (3rd week)

- _____ **dust chairs**
- _____ **dust window sills**
- _____ **dust pictures, any wall decorations/bookcase (once a month)**

Lobby

- _____ **vacuum Monday and Friday, (Saturday at latest) (once early in week and once late in week) & after special function**
- _____ **report any carpet stains to the office**
- _____ **clean water fountains**

Restrooms (5=additional) (2 downstairs) (every week and thereafter as needed that week) (use gloves). Check to see if used & clean.

- _____ **disinfect, brush and wipe down toilet**
- _____ **disinfect toilet seats/urinals**
- _____ **disinfect stall doors and handles**
- _____ **wash stalls (3rd week of month)**
- _____ **mop and disinfect floors weekly, especially around toilets**
- _____ **disinfect counter surface**
- _____ **disinfect and clean basin**
- _____ **clean mirrors weekly**
- _____ **replace paper supplies as needed (toilet paper and towels)**
- _____ **refill soap dispensers**
- _____ **empty wastebaskets**

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MAY 2018
PER SPRC**

Classrooms

- ___ vacuum carpet
- ___ empty wastebaskets

Choir Room (possibly a rental room!)

- ___ vacuum carpet
- ___ dust piano
- ___ empty wastebasket

Pastor’s Office

(do not interrupt if he has someone in his office)

- ___ vacuum carpet
- ___ disinfect and clean restroom as you do other restrooms
- ___ dust bookshelves
- ___ dust desk—Pastor will tell you which day
- ___ empty wastebasket

Secretary’s Office

- ___ vacuum carpet
- ___ dust cabinets (*1st week*)
- ___ dust/clean counter tops (*1st week*)
- ___ dust desk only upon request
- ___ empty wastebasket

Business Manager’s Office

- ___ vacuum carpet
- ___ dust window sill once a month
- ___ empty wastebasket

Kitchen

- ___ sweep and mop floor
- ___ disinfect counter tops and sinks

A list will be posted on how to leave the kitchen after use.

Nursery

- ___ disinfect and clean bathroom, toilet, and sink area
- ___ vacuum carpet
- ___ report any stains

Basement Restrooms

- ___ empty wastebaskets
- ___ disinfect, brush and wipe down toilet
- ___ disinfect toilet seats/urinals
- ___ disinfect stall doors and handles
- ___ wash stalls (*4th week of month*)
- ___ mop and disinfect floors weekly, especially around toilets
- ___ disinfect counter surface
- ___ disinfect and clean basin
- ___ clean mirrors weekly
- ___ replace paper supplies as needed (toilet paper and towels)
- ___ refill soap dispensers



Downstairs Parlor

Scouts Meeting Room

They will vacuum and clean their own room.

Community Center

- ___ sweep floor
- ___ mop floor
- ___ clean restrooms

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