

**TENTATIVE CUSTODIAN DUTIES – WEEK OF \_\_\_\_\_**

<u>MON.</u>	<u>TUES.</u>	<u>WED.</u>	<u>THURS.</u>	<u>FRI.</u>	<u>SAT.</u>	<u>SUN.</u>
IN:	IN:	IN:	IN:	IN:	IN:	IN:
OUT:	OUT:	OUT:	OUT:	OUT:	OUT:	OUT:
HRS:	HRS:	HRS:	HRS:	HRS:	HRS:	HRS:

**Total Hours:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Important reminder: if any room is occupied with door closed, do not disturb, come back later to clean. This list is not all encompassing. Please clean additional areas as you see the need and have time for.**

**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 (2<sup>nd</sup> day)
- \_\_\_\_\_ remove cobwebs from windows, etc.

**Library/Parlor (rental room!)**

- \_\_\_\_\_ empty wastebaskets
- \_\_\_\_\_ dust/polish tables
- \_\_\_\_\_ vacuum carpet
- \_\_\_\_\_ kitchenette-counter, sink, microwave, fridge-as needed

Once a month: (3<sup>rd</sup> week)

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

**Fellowship Hall**

- \_\_\_\_\_ Damp mop floor (water only) 2x/month (Once being last Friday after free dinner)

**Lobby / Entrance Ways**

- \_\_\_\_\_ door glass – front/back (weekly as needed)
- \_\_\_\_\_ 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=addition) (2) downstairs) (every week and thereafter as needed that week) (use gloves). Check to see if used & clean. Lobby & Classroom RR – 2x week & as needed**

- \_\_\_\_\_ 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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**Classrooms**

- \_\_\_ vacuum carpet
- \_\_\_ empty wastebaskets

**Choir Room (possibly a rental room!)**

- \_\_\_ vacuum carpet
- \_\_\_ dust piano
- \_\_\_ empty wastebasket

**Pastor's Office**

**(do not disturb if someone is with the Pastor)**

- \_\_\_ 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 (1<sup>st</sup> week)
- \_\_\_ dust/clean counter tops (1<sup>st</sup> 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-weekly & as needed, especially after soup lunch/free dinners

\_\_\_ 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
- \_\_\_ clean table tops & disinfect

**Basement Restrooms**

- \_\_\_ empty wastebaskets
- \_\_\_ disinfect, brush and wipe down toilet
- \_\_\_ disinfect toilet seats/urinals
- \_\_\_ disinfect stall doors and handles
- \_\_\_ wash stalls (4<sup>th</sup> 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 after monthly food bank
- \_\_\_ clean restrooms weekly

**Education Wing**

- \_\_\_ windows – clean inside & out – (Spring, Summer, Fall)

**All Areas\*\*\***

- \_\_\_ Check & refill hand sanitizer dispensers

<p><b>REVISED NOV. 2018 PER SPRC</b></p>
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