

CHURCH CLEAN-UP CHECKLIST

Note: The responsibility for cleaning the church is shared, on a bi-weekly basis, with the Seventh Day Adventist congregation. This means that the service teams are typically responsible for cleaning the church twice per month on alternate weeks. Check the calendar on the bulletin board in the hallway for the precise cleaning schedule.

- Cleaning supplies and equipment are kept both in the cupboard next to the kitchen (to the left of the rear door to the parking lot) and in the breezeway between the kitchen and hallway.
- Vacuum the sanctuary, hallway, Christian Education room and Pastor's office.
- Dust the pews and altar area, the piano, organ and lectern.
- Clean the bathrooms:
 - dump the waste baskets;
 - replace the paper towels and toilet tissue in each bathroom if required (the key for the towel dispensers is kept on the wall in the main office, and the brown rolls of paper towels are stored in the breezeway cupboard).
- Sweep and mop the kitchen, Fellowship Hall and inner office. Wash (scrub) the tile floors if required.
- Clean the table and counters in the kitchen and Fellowship Hall as needed.
- Empty the garbage containers and place all refuse in the garbage cans in the outdoor gated area (to the right of the rear door).
- Check the front and rear entrances to the church building, and use a broom to sweep away any debris and to clean any cobwebs that have developed above or around the entrances.
- If you use up any cleaning products, please indicate which ones on the blackboard in the kitchen so that replacements can be purchased.