**Custodial Checklist**

To be done each time you work:

Gathering area

Dust all tables and ledges (use pledge or whatever we have weekly)

Wash windows

Clean entryway—mop once a week.

Clean up coffee stations. Wash pots if needed. Empty coffee ground container.

Check soap and paper towels, and hand sanitizer

Vacuum well—Spot clean any stains

Clean water fountain/Replenish cup dispenser

If time, you can fill up the coffee containers

Empty trash

Secretary office

Dust and vacuum—just ask Cheryl when a good time is and she can get out for a bit

Check and empty shredder

Clean sink and counter top/desk with cleaners (antibacterial stuff)

Empty trash

Wash window once a week or so

Digging Dunes Classroom

Wipe tables with antibacterial stuff, including back counter

Dust window ledges and blinds

Vacuum the floor, including in the middle of the tables

Spot clean any stains

Empty trash

Restrooms (including the one in Serengeti room)

Clean toilets, make sure to get the lid

Restock paper towels, soap and toilet paper (to get through til the next time you come)

Clean sinks and counter (with antibacterial)

Wash down stall doors

Dust dispensers

Wet mop the floor (make sure to get between and behind the toilets)

Clean mirrors

Empty trash

Hallway and fellowship hall entry

Dust, include the window ledges and blinds

Clean fountains (in both hallways—replenish cups as needed)w

Vacuum

Wash windows

Empty trash

Kitchen and fellowship hall

Wipe all countertops, appliances and tables with disinfectant

Clean microwave –inside and out

Dust all ledges (include under window in kitchen)

Sweep and wet mop floors, weekly or more dependent on schedule

Clean sinks, with disinfect and put away any dishes in the drainers

Tidy counters

Check and clean refrigerator

Clean ovens every 3-6 months

Sunday School Rooms (once a week or more dependent on schedule)

Dust all ledges

Wash countertops and tables with disinfectant.

Clean sinks in rooms

Sweep and Wet mop floor (maybe only every other week if not used)

Vacuum

In all rooms, check and refill hand sanitizer, check paper towels and soap

**Focus on detail.**

Before you leave, check that all doors to the outside are shut tight.

If anything is broken or in need of repair let Cheryl know. If she is not available and it is an urgent matter, contact Ron Fries or Tom Bailey.