**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.