



# CLEANING PUNCH LIST

Before cleaning, check last week's checklist to see what was left undone. Please check each item you clean when it is your week. Not every item needs to be cleaned every week. Some items only need to be cleaned once a month. When it is your turn, please clean the weekly items and about one-fourth of the monthly list. Initial beside the monthly items you clean. Make a note of any supplies that need replenishing. Use your judgment and do what you can, but don't spend more than two hours... Pastor Pete

## Weekly

- EMPTY ALL TRASH CANS

### SANCTUARY:

- Vacuum Stage
- Straighten Chairs
- Remove trash from chairs
- Pick up any trash on floor
- Empty trash cans (large one and behind sound booth)

### BATHROOMS:

- Clean Toilets
- Clean Sinks
- Replace Toilet Paper
- Empty Trash Cans and Feminine Products Containers
- Refill Paper Towel

Holders

### ENTRANCES: (Main door and near main bathroom)

- Sweep or Vacuum

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## Monthly

### SANCTUARY:

- Sweep
- Vacuum Sound Booth
- Dust Furniture
- Clear Cobwebs
- Clean Tables in Café
- Make sure there is Kleenex

### CONFERENCE ROOM:

- Vacuum Floor
- Dust furniture
- Clear cobwebs
- Clean table tops

### STAIRS:

- Vacuum
- Clear cobwebs and bugs

### BATHROOMS:

- Mop (Vacuum carpeted ones.)
- Clean mirrors
- Refill Soap Pumps
- Make sure there is Kleenex

### EATING AREAS:

- Sweep floors
- Wet mop as needed
- Clean table tops
- Dust furniture
- Clear cobwebs

### UPSTAIRS OFFICES:

- Vacuum
- Clear cobwebs and bugs
- Dust Furniture
- Empty Trash

### PULSE ROOM:

- Sweep or Mop Tile Floor

### SON ROOM:

- Sweep floor
- Wet mop floor as needed
- Dust furniture
- Remove any cobwebs
- Clean table tops and counter tops

### Notes:

- Key to paper holders is in storage cabinet.
- Special toilet paper goes in holders.
- Mark down any supplies that replenishing.
  - Toilet Cleanser
  - Paper Towels – Regular or Folded (Circle)
  - Regular Toilet Paper
  - Special Toilet Paper
  - Pinesol
  - Rubber Gloves
  - Trash Bags – Small, Tall Kitchen, 30 gal. (Circle)
  - Other

### HALLS:

- Vacuum
- Clear Cobwebs
- Dust Furniture

### NURSERY:

- Sweep and vacuum floor
- Clean any bugs on window sills and remove cobwebs
- Dust furniture
- Clean dirty toys

### ENTRANCE:

- Dust furniture
- Remove cobwebs

### KITCHEN:

- Wet mop floor
- Dust furniture
- Remove any cobwebs
- Clean table tops and counter tops

### KIDZ SUNDAY SCHOOL ROOM:

- Sweep and vacuum floor
- Clean any bugs on window sills and remove cobwebs
- Dust furniture
- Clean table top

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