

CUSTODIAL PROCEDURES

Beginning of the week:

- Sanctuary
 - Change candles **if needed**.
 - Straighten up hymnals, clean up trash.
 - As you are cleaning throughout the church, check to make sure lights and organ are off and windows closed.
- Nursery
 - Empty trash.
 - Make sure nursery is presentable for the week.
- Connecting link and Gathering place:
 - Vacuum
 - Straighten up and empty trash.
- Restrooms
 - Straighten up as needed.
 - Clean toilet bowls and sinks if needed.
 - Replace soap and paper if necessary.
 - Empty wastebaskets.
 - Add water to the floor drains (where applicable) every two weeks.
- Fellowship Hall
 - Vacuum carpeting, if necessary, for any weekday events.
- Church Office
 - Empty wastebaskets.
- Miscellaneous
 - When cleaning throughout the church, if any disposable coffee cups are left, please dispose of them.

End of the week:

- Sanctuary
 - Make sure sanctuary is orderly.
 - Vacuum all carpeting.
 - Dust pews, window sills, organ, pulpit, and other furniture including that in narthexes.
 - Sweep/dust under pews.
- Stairways
 - Vacuum both stairways to sanctuary.
 - Dust rail, baseboard, and windows of stairways.
 - Vacuum basement steps.
- Nursery
 - Vacuum

- Hallways
 - Vacuum carpeted areas.
 - Dust window sills, tables, and chairs.
 - Throw away litter on coat racks.
 - Dust and straighten coat racks.
 - Vacuum connecting link
- Classrooms and Choir Room
 - Vacuum.
 - Dust furniture, window sills monthly.
 - Empty wastebaskets.
- Restrooms
 - Wash toilet bowls inside and out.
 - Wash sinks.
 - Clean mirrors and towel holders.
 - Replace soap and paper items as needed.
 - Sweep and damp mop floors.
 - Empty wastebaskets.
 - Periodically check to make sure stall walls are clean. Clean if needed.
- Kitchen
 - Sweep or damp mop floor.
 - Vacuum carpet runner
- Offices:
 - Vacuum office areas.
 - Dust all furniture and windowsills.
 - Empty wastebaskets.
- Fellowship Hall
 - Vacuum carpet.
 - Periodically vacuum furniture (including under the cushions).
 - Empty wastebaskets.

Periodically:

- Mop under pews if needed.
- Dust food pantry cupboard
- Vacuum edges along hallways/rooms.
- Clean and vacuum Custodial Closet.
- Purchase cleaning supplies.
- Coordinate time with the Wedding Coordinators for weddings (custodian will be paid to clean for a wedding)
- Coordinate time with Chairperson of big events, such as the Cookie Walk, for their needs.
- Arrange for carpet cleaning after checking with the Administration Team for financial approval.
- Clean and wax all vinyl floors after checking with the Administration Team for financial approval.