

**Guidelines for General Cleaning of Church for 20**

(Hard copy of this document in office.)

The president of the altar society will choose general chairman from each circle. The general chairman will choose a chairman for each job listed below. Please take into consideration the physical demands of the job, when it can be done, etc. Report need of repairs to the Altar Society President, who in turn will report them to the Parish Council. General chairpersons should check on cleaning supplies. Supplies are in the storage/furnace room and in the working sacristy. Chairpersons may purchase supplies. Please be sure to sign the receipt and turn into the treasurer!

*If you are unable to complete your duties it is up to you to find someone to do it for you!*

**All woodwork should be done by spraying pledge on a damp cloth and then polishing with that. Please do not spray pledge directly on the woodwork!!**

**Ceilings and walls—Main Church 1 person**

Spot Clean Walls \_\_\_\_\_

Wipe light switches and electric plug-in plates with damp cloth \_\_\_\_\_

Wipe Baseboards \_\_\_\_\_  
\_\_\_\_\_

Check for cobwebs on ceiling/along walls, etc. \_\_\_\_\_  
\_\_\_\_\_

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**Stations, Baptismal Fonts and Statues 1 person**

Dust stations \_\_\_\_\_

Damp wipe or wash statues \_\_\_\_\_  
\_\_\_\_\_

Polish woodwork on stations \_\_\_\_\_  
\_\_\_\_\_

Clean holy water fonts \_\_\_\_\_

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**Pews 2 people**

Polish all woodwork of pews and kneelers \_\_\_\_\_  
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Cover scratches with Murphy's Oil Soap, etc. \_\_\_\_\_  
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**Confessional and Entry Between the church and parish house 1 person**

Polish all woodwork \_\_\_\_\_

Wipe doors down \_\_\_\_\_  
\_\_\_\_\_

Wipe baseboards \_\_\_\_\_  
\_\_\_\_\_

Spot clean walls \_\_\_\_\_

Check for cobwebs \_\_\_\_\_

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**Sacristy 1-2 people**

Polish woodwork \_\_\_\_\_

Wipe light fixtures \_\_\_\_\_

Spot clean walls for cobwebs, etc. \_\_\_\_\_  
\_\_\_\_\_

Dust top of ledge above cabinets \_\_\_\_\_  
\_\_\_\_\_

Clean cabinet under the sink \_\_\_\_\_

DO NOT clean the **inside** of the vestment cabinet unless you have Father's permission!!!

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**Altar, Crucifix, and Tabernacle 2 people**

Polish woodwork with Murphy's Oil Soap \_\_\_\_\_

Wipe Crucifix \_\_\_\_\_

Clean candle holders \_\_\_\_\_  
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Vacuum area rugs \_\_\_\_\_  
\_\_\_\_\_

Spot clean walls \_\_\_\_\_

Check for cobwebs, etc.  
\_\_\_\_\_

**All Inside and Outside Windows and Inside Woodwork 2 people**

Wash and clean all outside windows \_\_\_\_\_

Polish woodwork around the inside windows \_\_\_\_\_  
\_\_\_\_\_

**Bathrooms 1 person**

Wipe stalls and walls \_\_\_\_\_

Clean light fixtures \_\_\_\_\_  
\_\_\_\_\_

Wipe mopboards \_\_\_\_\_  
\_\_\_\_\_

Spot clean walls \_\_\_\_\_  
\_\_\_\_\_

**Mother's Room 1-2 people**

Spot clean walls \_\_\_\_\_

Wipe Baseboards \_\_\_\_\_

Check for cobwebs \_\_\_\_\_  
\_\_\_\_\_

Polish all woodwork \_\_\_\_\_  
\_\_\_\_\_

Wipe down chairs \_\_\_\_\_

Clean light fixtures \_\_\_\_\_

Narthex and Entry 1 person

Polish all woodwork with Murphy's Oil Soap \_\_\_\_\_

Wipe baseboards \_\_\_\_\_

Spot Clean Walls \_\_\_\_\_  
\_\_\_\_\_

Wash entry doors \_\_\_\_\_  
\_\_\_\_\_

Check for Cobwebs \_\_\_\_\_  
\_\_\_\_\_

Wipe pictures \_\_\_\_\_

Working Sacristy 1 person

Clean cabinet under the sink \_\_\_\_\_

Wipe down baseboards \_\_\_\_\_ \_\_\_\_\_

Wipe down cupboards \_\_\_\_\_

