

Hall Cleaning 20_____

(Updated May 2018)

(Hard copy of this document is in the office.)

Entry way (2 people)

Spot wash walls and ceilings: _____

Wash windows and sills: _____

Wash woodwork including mop boards: _____

Wash light fixtures: _____

Heater Grates: remove heater grate and vacuum out ducts, plus wash out if needed: _____

Mop floors: _____

Sitting Area: (2 person)

Wash switch plates: _____

End table: vacuum, use a damp cloth without cleaner on end table. _____

Shelf over coat rack: vacuum, use a damp cloth to wash area

Wash off booster chairs: _____

Woodwork, wash including mop boards: _____

Spot wash walls/ceiling: _____

Mop floors: _____

Wash light fixtures: _____

Heater grates: remove heater grate and vacuum out ducts, plus wash out if needed: _____

Furniture: vacuum furniture

Rug: vacuum

Storage Closet (3 people)

Spot wash walls and ceilings: _____

Wash woodwork including mop boards: _____

Pull out chairs etc. and vacuum the floor: _____

(Take inventory of folding chairs and record in inventory book.)

Dust the things on the shelves _____

Dust/wash the shelves: _____

Bathrooms (1-2 people)

Spot wash walls/ceilings/mopboards _____

Wash light fixtures _____

Wash mirrors _____

Clean heater grates: remove heater grate and vacuum out ducts, plus wash out if needed:

Wash bathroom fixtures _____

Wash switch plates _____

Clean inside cabinets: _____

Mop floors: _____

Hallway (1 person)

Spot wash wall/ woodwork/mopboard: _____

Clean light fixtures _____

Spot wash ceiling/ switch plate _____

Mop floors: _____

We won't do anything with the Religious Ed Closet.

Back room (2 people)

Clean cabinets/wash out with damp cloth: _____

Spot wash walls/ ceilings: _____

Clean all woodwork/ mopboards: _____

Clean light fixtures: _____

Cold Air return (on wall): remove grate and vacuum, dust cover

Heater grates: remove heater grate and vacuum out ducts, plus wash out if needed:

Sweep floors in furnace room: _____

Clean sink, counter, and under the sink: _____

Clean Chalkboard: _____

Mop floors: _____

Kitchen (3 people)

Pull out all drawers and clean and organize: _____

Clean oven/stovetop/microwave/refrigerator: _____

Spot wash walls/ ceilings: _____

Clean all woodwork/ mopboards: _____

Clean light fixtures: _____

Heater grates: remove heater grate and vacuum out ducts, plus wash out if needed:

Clean windows: _____

Mop floors: _____

Main Room (3 people)

Spot wash spots off wall/ woodwork/mopboard: _____

Clean light fixtures _____

Clean ceiling fans blades: _____

Wash ceiling/ switch plate _____

Wipe off tables and chairs: _____