

## Hall Cleaning 20\_\_\_\_\_

(Updated May 2018)

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

### Entry way (2 people)

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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 )

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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)**

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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)**

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Spot wash spots off wall/ woodwork/mopboard: \_\_\_\_\_

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

Clean ceiling fans blades: \_\_\_\_\_

Wash ceiling/ switch plate \_\_\_\_\_

Wipe off tables and chairs: \_\_\_\_\_