

**Rectory (House) Cleaning 20\_\_\_\_\_**

(Updated Jan. 2019)

If you have any questions please call:

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Cleaning supplies are in the bathroom / kitchen.

Please check off when you have finished your designated area. Thanks for your help!

**Guest Bedrooms (3 people)**

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\_\_\_\_\_

(If anything is "dry clean only" then send it to Buhl's)

Bedspreads/pillow shams - check care instruction first, do as instructed \_\_\_\_\_

Wash walls and ceilings: \_\_\_\_\_

Wash woodwork including mop boards: \_\_\_\_\_

Wash light fixtures: \_\_\_\_\_

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

Dust end tables/dressers/headboards: \_\_\_\_\_

Clean out behind dresser: \_\_\_\_\_

Lamp shades/ blinds: Vacuum off with short soft brush attachment. For blinds, vacuum following horizontal directions of the pleats.

Wash switch plates: \_\_\_\_\_

Wipe out empty drawers: \_\_\_\_\_

Clean/wash/ vacuum closets: \_\_\_\_\_

**Living Room/ Dining room (3 people)**

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Curtains: check care directions first, do as instructed. \_\_\_\_\_

End tables: vacuum, use a damp cloth without cleaner on the tiles on end tables.

\_\_\_\_\_

Table runners: wash and iron \_\_\_\_\_

Woodwork, wash including mop boards: \_\_\_\_\_

Wash walls/ceiling: \_\_\_\_\_

Wash light fixtures: \_\_\_\_\_

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

Furniture: polish; use a damp cloth without cleaner on the tiles on end tables. \_\_\_\_\_

Wash switch plates \_\_\_\_\_

Clean knick- knacks \_\_\_\_\_

Clean out/off end tables \_\_\_\_\_

Clean wall décor: \_\_\_\_\_

Clean out china cabinet/ rinse off / wash dishes: \_\_\_\_\_

Dust entertainment center: \_\_\_\_\_

Clean behind all furniture that you are unable to move- use long duster: \_\_\_\_\_

Leather furniture: use leather care cleaner wipes or leather care cleaner- FOLLOW directions!  
Use wood care cleaner on the wood legs (under kitchen sink). \_\_\_\_\_

Lamp shades: Vacuum off with short soft brush attachment. For blinds, vacuum following horizontal directions of the pleats \_\_\_\_\_

### Bathroom (guest) 1-2 people

\_\_\_\_\_  
\_\_\_\_\_

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 ceiling/switch plates \_\_\_\_\_

Clean inside cabinets

Entryways and Hallway (1 person)

\_\_\_\_\_

Wash wall/ woodwork/mopboard: \_\_\_\_\_

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

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

Wipe out with damp cloth the hallway linen closet/ reorganize: \_\_\_\_\_

### Office (3 people)

The Secretary will clean the office at this time.

Clean shelves/ top of desks \_\_\_\_\_

Clean bottom cabinet/wash out with damp cloth: \_\_\_\_\_

Clean the top of the file cabinets: \_\_\_\_\_

Wash walls/ ceilings: \_\_\_\_\_

Clean all woodwork/ mopboards: \_\_\_\_\_

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

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

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Clean all wall décor: \_\_\_\_\_

**Kitchen (2-3 people)**

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**Pull out all drawer and clean and organize:** \_\_\_\_\_

**Clean oven/stovetop/microwave/refrigerator:** \_\_\_\_\_

**Wash walls/ ceilings:** \_\_\_\_\_

**Clean all woodwork/ mopboards:** \_\_\_\_\_

**Clean light fixtures:** \_\_\_\_\_

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

**Basement: 4 people**

**Wash walls** \_\_\_\_\_

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

**Wash floors** \_\_\_\_\_

**Vacuum steps** \_\_\_\_\_

**Father's Chapel**

**Wash walls and ceilings:** \_\_\_\_\_

**Wash woodwork including mop boards:** \_\_\_\_\_

**Wash light fixtures:** \_\_\_\_\_

**Heater Grates: remove heater grate and vacuum out ducts, plus wash out if needed:** \_\_\_\_\_

**Windows: 2 or 3 people**

**Clean both inside and out.**

