**Detailed Custodial Cleaning Duties**

**Sanctuary**

* Sweep Weekly,
* collect trash weekly
* clean podium weekly
* sweep back stairwells 4 times a year all levels both sides.
* Restock pew cards, envelopes and pencils weekly.
* Dust as needed.
* Mop lobby outside of Sanctuary as needed.
* Mop between pews monthly

**Hallways**

* Main hall, South hall, Welcome Center area
  + Sweep and Buff as needed.

**Main Restrooms**

* Trash
* Clean all fixtures
* Change toilet paper as needed
* Wash/wipe walls once a year.
* Dust often.
* Mop with Swifter as needed.

**Classrooms/Offices**

* Collect Trash 2 times a week or as needed.
* Sweep as needed or 1 time per month.
* Dust Monthly.

**Single Restrooms**

* Clean as needed ~ At least 1 time per month
* Mop floors with Swiffer.
* Dust

**Preschool / Office Daily**

* Monday ~ Thursday
  + Sweep
  + Collect trash daily

**LIC**

* Clean restrooms every Tuesday, Wednesday & Thursday
* Sweep as needed
* Keep chairs neat
* Keep stage clear
* Keep closet organized
* Clean glass doors

**Kids Alley (Below Chapel)**

* Clean restrooms
* Empty trash
* Sweep stairs
* More often if needed

**Youth Area (below Sanctuary)**

* Clean restrooms Tuesday/Thursday
* Empty trash Tuesday/Thursday
* Sweep stairs weekly
* More often if needed Sweep youth area weekly
* Sweep, Dust, and Mop kitchen once a month

**LIC**

* Clean the Restroom
* Sweep and mop floors
* Wipe down all tables in the Food Cupboard
* Put rugs back and sweep them
* Check trash can in entry way
* Put recycling cans back in hall, if full take to garage
* Check coat rack shelves in hall for trash
* Put mop bucket back in room
* Decob doorways

**Miscellaneous**

* Clean windows on interior doors
* Clean glass office doors
* Clean glass doors in Welcome Center
* Keep Janitor closets clean, organized and filled with product.
* Sweep rock salt from doorways ~ inside and outside.
* Keep outside stairwells cleared of leaves and debris.
* Organize church wide clean up days.
* Do the Laundry ~ Mops and rags.
* Pick up trash and debris on church grounds

Order supplies as needed.

Report problems immediately to Pastor Dave, Carl and Jeremiah.

**Set up/tear down as team**

* Christmas
* VBS
* Easter ~ Road to Resurrection.
* Trunk or Treat
* Ellet Day
* Live Nativity
* Weddings
* Funerals
* Moving, lifting, chairs, tables

**Listen, Look, Communicate**

* Clean all areas as needed
* If you see a mess ~ Clean it!
* Listen to requests and suggestions from folks in the church.
* Communicate by mouth and note in custodial journal.