

CLEANING CHECKLIST "2006"

(Please check each task completed)

Date: _____ Group # _____

WOMEN'S BATHROOM:

- _____ Clean all sinks & counter tops with the appropriate product
- _____ Replenish the toilet paper & paper towels (fill locked dispensers)
- _____ Clean the mirrors
- _____ Clean the toilets
- _____ Empty the trashcan & replace garbage bag
- _____ Clean/dust toilet paper holders & sanitary napkin container
- _____ Replace bag in sanitary container
- _____ Sweep and mop entire floor including under counter
- _____ Make sure the bathroom smells fresh
- _____ Other (write in) _____

FOYER

- _____ Wipe down baseboards (as needed)
- _____ Clean windows (at reach level only)
- _____ Other (write in) _____

LIBRARY & CLASSROOMS

- _____ Dust furniture
- _____ Empty all trashcans
- _____ Other (write in) _____

SANCTUARY

- _____ Clean Podium (check with deacon for product use)
- _____ Pick up all paper and miscellaneous items
- _____ Straighten and position banners
- _____ Dust organ and wood bases
- _____ Empty all trash cans
- _____ check level of plug-in deodorizers and replace if needed
- _____ Other (write in) _____

KITCHENETTE

- _____ Clean the sink w/ spray cleanser
- _____ Clean and organize cabinets (as needed)
- _____ Empty all trash cans
- _____ Other (write in) _____

NURSERY

- _____ Clean Windows (within reach)
- _____ Disinfect toys
- _____ Disinfect Changing table
- _____ Empty trashcan
- _____ Other (write in) _____

ADMINISTRATION

- _____ Dust
- _____ Empty trashcans
- _____ Vacuum
- _____ Other write in) _____

RESOURCE ROOM

- _____ Dust
- _____ Empty trash can
- _____ Vacuum
- _____ Other (write in) _____

FIRST LADY'S OFFICE (as assigned by group leader)

- _____ Dust furniture
- _____ Clean windows and dust window ledge
- _____ Sprinkle carpet with freshener and vacuum
- _____ refill plug-in specific air freshener (as needed)
- _____ Empty trashcan
- _____ Other (write in) _____

**LIST CLEANING SUPPLIES NEEDED

_____	_____
_____	_____

Please place completed checklist in the **Administration mailbox**

If you have any questions or concerns, please contact Min. Dean at: 445-6474

GROUP LEADER'S SIGNATURE: _____