

## WEEK 1 CLEANING TASKS

### SANCTUARY BATHROOM

- Sweep Floors
- Clean sink, toilet, & mirror
- Empty Waste Basket
- Refill toilet paper and paper towel dispensers as needed

### QUIET ROOM

- Vacuum Carpet
- Wipe down changing table
- Tidy up any loose toys

### HALLWAY BATHROOM

- Sweep Floors
- Clean sink, toilet, & mirror
- Empty Waste Baskets
- Refill toilet paper and paper towel dispensers as needed

### SANCTUARY

- Vacuum carpet in front entryway
- Vacuum & Swiffer mop under pews and on chancel
- Dust off horizontal surfaces (windowsills, tables, pulpit, organ, pew backs)
- Vacuum pew cushions
- Empty waste baskets & recycling boxes

## WEEK 3 CLEANING TASKS

### SANCTUARY BATHROOM

- Sweep Floors
- Clean sink, toilet, & mirror
- Empty Waste Basket
- Refill toilet paper and paper towel dispensers as needed

### QUIET ROOM

- Vacuum Carpet
- Wipe down changing table
- Tidy up any loose toys

### HALLWAY BATHROOM

- Sweep Floors
- Clean sink, toilet, & mirror
- Empty Waste Baskets
- Refill toilet paper and paper towel dispensers as needed

### SANCTUARY

- Vacuum carpet in front entryway
- Vacuum & Swiffer mop under pews in balcony and alcoves
- Vacuum balcony stairwell
- Empty Waste Baskets & Recycling boxes

All cleaning supplies and equipment are kept in the hallway next to the elevator on the main level. Use ONLY the provided Bona product when cleaning the hardwood floors, pews, and chancel furniture. Any questions, contact Walter Ducharme at [skatar13@cox.net](mailto:skatar13@cox.net) or 401-255-1018.