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## Church Cleaning

## Church Weekly:

- Vacuum the sanctuary.
- Place hymnals and Bibles in their proper location.
- Collect any abandoned bulletins and offering envelopes.
- Clean stage area, removing water bottles, props, etc.
- Avoid cleaning instruments: let the musicians handle those.
- Windex glass doors
- Vacuum carpets
- Empty garbage cans
- Disinfect toys in the nursery.
- Change crib bed sheets in the nursey.


## Bathroom: Weekly

- Clean Toilets
- Wipe Down Sinks
- Wipe down cabinets and drawers.
- Check toilet paper dispensers.
- Check soap dispensers.


## Monthly:

- Clean sink \& Counter tops (clean off cleaning residue)
- Mop any tile and linoleum floors.
- Dust windowsills
- Wipe down all blinds.
- Sweep off all porches.
- Check lighting fixtures to see if any need replacement.


## Quarterly:

- Clean refrigerator and freezer (front inside drawers, empty ice)
- Clean and ceiling fans and blades
- Do a check for cobwebs throughout the building.

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## Bi-Annually:

- Clean kitchen cabinets (wipe off doors, wipe out all shelves \& drawers)
- Wipe off all switch plates and receptacle cover.
- Wipe down all door frames and baseboards.
- If drop ceiling, inspect rooms to see if tiles are free of stains or sagging.


## Annually

- Oven Cleaned (top, inside, sides. front. edges)
- Exhaust hood cleaned (fan \& filter)
- Dusting lighting fixtures
- Clean A/C Grill
- Clean all exterior doors (if not freshly painted.)

