

THANK YOU,
VOLUNTEERS!

CLEANING CHECKLIST



DAILY - CLASSROOM AREA

- collect any items left behind and place in our Lost & Found
- wipe down each student table
- wipe down each short teacher cabinet
- empty trash can in classroom only if full or food present
- wipe down the counter connecting the classroom and kitchen
- vacuum large area
- vacuum each classroom (under tables and chairs as well)
- sanitize all tables, light switches and handles

DAILY - BATHROOM AREA



- collect any stray paper towels or tissues
- make sure toilets are flushed and stalls are clear
- empty trash cans (if more than half full)
- wipe down counters
- sanitize counters, handles, light switches and toilet seats

★ The church cleaners thoroughly clean, stock and sanitize our restrooms at the end and start of each week. You are helping us keep it in great shape during the week and leave it as nice as possible for our church members!

WHEN YOU LEAVE EACH DAY:

- return the cleaning bin and checklist to the closet
- turn off all lights in the classrooms, bathrooms, kitchen
- make sure classroom doors are propped open

BUILDING OR MAINTAINANCE ISSUES?

Notify Kelly or Sarah!

THURSDAYS ONLY

- empty all trash cans regardless of how full
- clean the glass window in each classroom door
- clean the acrylic window next to each classroom door
- clean the glass door in Form 3

