

Weekly Cleaning Schedule

Allen Boulevard Baptist Church

Please check off each item as you clean it.

Date: _____

Foyer, include door mats

- ☐ Vacuum floors & fabric furniture
- ☐ Dust baseboards, windowsills
- ☐ pick up trash, empty all wastebaskets

Main Hallway, include door mats

- ☐ Vacuum floors & fabric furniture
- ☐ Dust baseboards, windowsills
- ☐ pick up trash, empty all wastebaskets

Main office; pastors will do their own

Classrooms

- ☐ Vacuum floors & fabric furniture
- ☐ Dust baseboards, windowsills
- ☐ pick up trash, empty all wastebaskets

Sanctuary

- ☐ Vacuum floor, stage, & chairs
- ☐ Put Bibles & hymnals under chairs
- ☐ After communion Sunday collect any cups & throw in trash

Bathrooms, ALL (Up, Down & Nursery)

- ☐ Clean sinks and countertops
- ☐ Clean and disinfect toilets, toilet seats
- ☐ Mop floors
- ☐ Fill towels, soaps, toilet paper, kits

Fellowship Hall

- ☐ Pick up trash, straighten tables & chairs
- ☐ Clean kitchen, mop floor as needed
- ☐ Clean coffee counter

Nursery

- ☐ Clean/disinfect counter
- ☐ Clean/disinfect toys

Toddler Room

- ☐ Put toys away
- ☐ Clean tables, arrange chairs

- ☐ Sweep sidewalks, entryways
- ☐ Clean glass doors
- ☐ Tidy & vacuum other areas as needed

Instructions:

The general schedule of weekly events are shown below. Work your cleaning times so you will not disturb those events.

Typical weekly activities:

- Tue: ESL in fellowship hall & basement below
- Wed: Women's group in toddler rm. & nursery
- Thu: Men's group in foyer
- Fri.: Young people in fellowship hall

Must do before 6:30 P.M. Tuesday when ESL is being scheduled:

- The restrooms
- The basement class area
- The main hall & stairs to the basement

Two people cleaning will take 3-4 hrs./week. Monday is the best day to do as much as possible. Bathrooms are a **MUST-DO**. Fri. or Sat. finish cleaning. Sunday morning before church do a quick overview to make sure everything is ready.

Special Occasions and Events:

At times the buildings will be used for weddings, funerals or other special events. We will try to schedule for clean up in a timely manner. For weddings we will charge the wedding party a cleanup fee. The church Janitor has first option on this fee. Please let us know if you can or cannot do the cleaning for a special event.

For More Information:

Please contact Laurentiu Stefan