

Cleaning Schedule

Month of: _____

✓ Check when completed

Activity	Floor	Location	Explanation of Activity	Week of:	Check when completed				
					wk #1	wk #2	wk #3	wk #4	wk #5
Vacuum	1	All	foyer, hallway, main parts of auditorium, offices						
		spot vac	tile elevator, non-main gym, nursery, prayer room, 112,a,b, canteen						
	2	All	tile entry, carpet entry, stage room						
	2	spot vac	all classrooms, hallway						
	3	All	main 3rd floor						
		spot vac	all classrooms						
4	All	room #400							
		spot vac	all classrooms						

Trash-Sunday	1		Nursery						
Trash	1	All	30 trash cans						
	2	All	8 trash cans						
	3	All	6 trash cans						
	4	All	4 trash cans						

Sweep	1	All Tile	gym, kitchen, 4 restrms, (spot canteen,nursery, comm kitchen)						
	2	All Tile	2 restrms (spot puppet room)						
	3	All Tile	2 restrms						
Spot Wet Mop	1	All Tile	gym, kitchen, 4 restrms,canteen, nursery, comm kitchen						
	2	All Tile	entry tile, 2 restrms (spot puppet room)						
	3	All Tile	2 restrms						

Bathrooms	1,2,3	All	toilets, sink,TP, mirror,fixtures,C folds,sanit bag, foam soap						
	1	spot	gym bathroom showers						

Entry Doors (+ win)	1,3	N, S, E	windows,handles,cobwebs,mats,mud,debris,trim						
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Windows	1	All 1st flr	incl cobwebs, sills						
Windows	2	All	(spot windows- including garage door windows)						
Windows	3	Foyer	incl cobwebs, sills						

Special Projects:									
Extra Attention	Special Projects that Jeff Assigns								

Periodic Cleaning									
Clean Shwrs	Gym		1x per month						
Sweep/Mop	1, 2, 3, 4		1x Jan, July						
Sweep/Mop	2		1x per month						
Buff Gym Floor	Gym		1x per month						
Steam Clean	1, 2, 3, 4		2x per yr						
Windows	Aud		2x per yr						
Fill Drains			1x per qrt						

* Be Eyes and Ears for Maintenance Work

SPECIAL PROJECTS and any EXTRA WORK:									
1)	_____								
2)	_____								
3)	_____								
4)	_____								
5)	_____								

Prepare Rms	1,2,3	all classrm							
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