

Janitorial Duties List

Auditorium 1 / Lobby / Journey Kids / Early Childhood

- ☐ Gather all trash from all trash cans, walk through sanctuary and collect any trash or cups left, restock extra bags and wipe down tops and sides of cans
- ☐ Take all trash to large dumpster far end of back parking lot
- ☐ Vacuum the sanctuary carpet including the pulpit platform. (Use the hand vacuum to sweep in the drum area and around instruments as needed.)
- ☐ Vacuum the nursery, 2/3's room, and lobby in front of the nursery. Wipe down tables with Clorox wipes in kids areas.
- ☐ Vacuum the 4/5's room, the rugs in front of the back door and door in check-in area.
- ☐ Use the large dust mop to sweep the Journey Kids area, check-in area, and main lobby
- ☐ Vacuum all rugs in the main lobby area.
- ☐ Mop with Fabuloso the main lobby floor, check-in area and Journey Kids room.
- ☐ Bathrooms
 - Restock all toilet paper, paper towels and check soap dispensers, hand sanitizer dispensers, and air fresheners for any refills needed or batteries. Make note of any lightbulbs needing replacement and let Delaine know.
 - Clean all toilets with Lysol toilet bowl cleaner, spray all toilet seats, bases, and sinks with Mr. Clean and wipe down.
 - For light touch ups use the Clorox wipes as well as for sink handles and door knobs, light switches.
 - Use Windex spray on mirrors and soap dispenser and paper towel dispenser-watch the tops especially for dust.
 - Wipe down the toilet paper shelf
 - For the men's room urinal, spray down with Mr Clean and scrub with toilet bowl brush and rinse. Replace the urinal screen on the 1st of each month. Wipe the handle and sides with Clorox wipes.
 - Mop all bathroom floors with Swiffer Wet Jet. Sweep as needed prior.
- ☐ Wipe down the trash can lid and the wall near the soap dispenser and paper towel dispenser and baseboards as needed.
- ☐ Wipe down the drinking fountain, coffee bar counter and trash can tops, the black doors and their handles -both sides with Clorox wipes.
- ☐ Dust and wipe down the desk and area around the sound control/computer area in the sanctuary as needed.
- ☐ Dust any TV screens with the Swiffer Duster
- ☐ Wipe down fingerprints on the check-in iPads with microfiber cloth.
- ☐ Occasionally wipe wood check in stations and wood in the main lobby with wood polish.

- ☐ Wipe fingerprints on windows with glass cleaner spray foam or Windex-paying particular attention to the main entrance door and entry area. Clean the inside and outside of the windows and the clean the dirt on the ledges. Occasionally use the window cleaning squeegee and buckets for especially dirty windows as time allows.
- ☐ 23)For winter floor mopping(with the icemelt and footprints throughout), use aprx. one cup white vinegar in the mop bucket and fill up with warm water. Follow up a second time with clean water and Fabuloso.

Auditorium 2

- ☐ Pick up any trash throughout and take out any trash that is full including restroom trash to large dumpster far end of back parking lot.
 - ☐ Use large dust mop and sweep floor.
 - ☐ Vacuum entry rug outside front door, inside rug by entry door, and both small mats by back doors.
 - ☐ Mop with Fabuloso as needed and spot mop with Swiffer Wet Jet.
 - ☐ Check and refill as needed large paper towel rolls, large toilet paper rolls, hand soap, and air freshener in both restrooms.
 - ☐ Refill extra trash bags as needed and wipe down the trash can lids with Clorox wipes.
 - ☐ Dust the front windows and frames and bathroom corners, vents, walls, etc as needed with long handled Swiffer duster. Dust the large speakers.
 - ☐ Vacuum the Worship platform as needed.
 - ☐ Scrub the toilets with Lysol toilet bowl cleaner and spray base and seats with Mr Clean and the sinks and wipe down.
 - ☐ Clean the mirrors with Windex glass cleaner.
 - ☐ Mop the bathroom floors with Swiffer Wet Jet.
 - ☐ Wipe down door handles, sink handles and drinking fountain with Clorox wipes.
-
- ☐ ***After completing all cleaning duties, take inventory of supplies in both auditoriums and make notes for your Monday supply order.***