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| **BATHROOM** |
| Clean Mirrors |
| Clean toilets seats & bowls inside & out |
| Clean urinals & partitions |
| Fill soap dispensers |
| Fill toilet paper dispensers |
| Fill paper towel dispensers |
| Clean counter top with Method granite cleaner |
| Empty all garbage cans and put new bags in each, clean outside of can. |
| Sweep and Mop floor |
| Clean all door handles on stalls & main door |
| Clean changing table |
| **SANCTUARY** |
| Clean up garbage, old bulletins and communion cups |
| Straighten out chair rows |
| Place hymnals & bibles on shelf under chair |
| Sweep floors |
| Vacuum carpet side wings, sound room and quiet room |
| Vacuum carpet on altar |
| Dust pulpit |
| Empty pastor water glass and rinse out |
| Windex glass entry doors |
| Windex quiet room glass (inside and out) |
| **FELLOWSHIP HALL** |
| Clear off and wipe down tables |
| Straighten out tables and chairs |
| Sweep floors |
| Empty all garbage cans and put new bags in each, clean outside of can. |
| Straighten up couches and arm chairs |
| Dust back shelves and fireplace mantle |
| **CAFÉ' AREA** |
| Empty all garbage cans and put new bags in each, clean outside of can. |
| Pick up garbage |
| Sweep and Mop floor |
| Straighten tables and chairs |
| Straighten up couches and arm chairs |
| Straighten tract center |
| Clean wall behind coffee area if needed |
| Clean glass entry doors inside and out with Windex |

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| **ENTRY AREAS** |
| Sweep and Mop floor |
| Pick up trash |
| Straighten chairs |
| Clean glass entry doors inside and out with Windex |
| **WOOD FLOORS** |
| All wood floors in building need to be swept |
| **CARPET AREAS** |
| All carpet areas need to be vacuumed this includes area rugs in back offices |
| **LIBRARY** |
| Straighten table and chairs |
| Dust furniture and shelves |
| Sweep floors |
| **NURSERY ROOM** |
| Straighten out room |
| Empty all garbage cans and put new bags in each, clean outside of can. |
| Sweep and Mop floor |
| Clean bathroom( toilet, sink, mirror and floor) |
| Fill toilet paper dispensers |
| Fill paper towel dispensers |
| Clean bathroom( toilet, sink, mirror and floor) |
| Clean changing table |
| **PASTORS OFFICE/CONFERENCE ROOM** |
| Windex windows inside & out |
| Vacuum area rugs |
| Empty all garbage cans and put new bags in each, clean outside of can. |
| **SECRETARY AREA** |
| Clean windows inside and out with Windex |
| Vacuum area rugs |
| Dust furniture |
| Empty all garbage cans and put new bags in each, clean outside of can. |