

Wood Floors

1. Sweep edges, corners, and behind doors.
2. Sweep remainder of floor, working from one side of the room to the other. For large floors, use a dust mop, shaking out dust mop when finished.
3. Collect debris and put in wastebasket.

Equipment

Broom
Dust mop (if needed)
Dustpan
Wastebasket

Tile Floors

1. Sweep edges, corners, and behind doors.
2. Sweep or dust mop remainder of floor, working from one side of the room to the other. Do not use a dust mop in restrooms.
3. Collect debris and put in wastebasket.
4. Place a wet floor warning sign at all entrances to the area.
5. Wet mop floor using general-purpose cleaner.
6. Rinse mop and bucket.

Equipment

Broom
Dust mop (if needed)
Dustpan
Wastebasket
Mop and bucket
General-purpose cleaner
Wet floor warning signs

Safety

- Place a wet floor warning sign at all entrances to mopped areas.

Carpet Floors

1. Check vacuum bags and canisters to make sure they are not full.
2. Pick up large debris before vacuuming.
3. Vacuum all dry carpeted areas with a vacuum appropriate for the area.
 - A. Use wide area vacuum (if available) for areas such as hallways and carpeted multipurpose rooms.
 - B. Use upright vacuum for areas such as classrooms and aisles in the chapel.
 - C. Use canister vacuum under chairs and pews, inside hymnbook holders, and on the rostrum.
4. Vacuum carpet mats in foyer areas.
5. When finished, wind cords neatly.

Equipment

Wide area vacuum
Upright vacuum
Canister vacuum
Extra vacuum bags

Safety

- Inspect cords to ensure they are in good condition.
- Do not run over the cord.
- Plug and unplug cords by the plug end, never by the cord.
- Don't overextend the cord or add extension cords.
- Report faulty equipment to the ward building representative immediately.

Outdoors

During seasons without snow, do the following:

1. Pick up trash and debris on lawns, parking lots, dumpster areas, and adjacent Church-owned property.
2. Sweep walkways.
3. Pull weeds.

During seasons with snow, do the following:

1. Pick up trash and debris on lawns, parking lots, dumpster areas, and adjacent Church-owned property.
2. Shovel walkways.
3. Spread ice melt on shoveled walkways. Do not use ice melt in place of shoveling.

Equipment

Gloves
Broom
Dustpan
Trash bag
Snow shovel
Ice melt

Hard Surfaces

1. Apply general-purpose cleaner to the cleaning cloth or paper towel, not to the surface.
2. Wipe surface clean.

Hard surfaces include the following:

- Door push plates and handles
- Tables
- Piano and organ keys (only the keys)
- Metal chairs
- Handrails
- Countertops
- Telephones
- Sinks and faucets
- Drinking fountains
- Baby changing stations
- Painted walls (spot clean as necessary)

Equipment

General-purpose cleaner
Cloth or paper towels

Toilets and Urinals

1. Flush.
2. Apply general-purpose cleaner to the inside of the toilet or urinal (do not flush).
3. Use a toilet brush to scrub the inside of the toilet or urinal.
4. Apply general-purpose cleaner to a cloth or paper towel.
5. For toilets, wipe the top, then the bottom, of the toilet seat.
6. Wipe the outside areas of the toilet or urinal.
7. Flush.

Equipment

General-purpose cleaner
Toilet brush
Cloth or paper towels
Disposable gloves

Safety

- Wear disposable gloves when cleaning toilets and urinals.
- Wash hands after cleaning toilets and urinals.

Restroom Products

Items to refill and replace:

- Hand soap (refill or replace)
- Toilet paper (replace empty rolls)
- Paper towels (replace empty rolls or fully stock)
- Tissues (replace when empty)

After refilling or replacing products, check dispensers to ensure they operate correctly.

Dispenser models vary greatly. Ask the ward building representative for additional training.

Equipment

Hand soap refill
Paper towel refills
Toilet paper rolls
Dispenser keys (if applicable)

Safety

- Clean up spills that occur during refilling and replacing.

Wood Furniture and Trim

1. Using a dry dusting cloth or fluffy duster, dust furniture and trim, including:
 - Door frames.
 - Chair rail.
 - Baseboards.
 - Picture frames.
2. Apply general purpose cleaner to a cloth and clean the following:
 - Wood on pews and chairs
 - Pulpit top

Equipment

Dry dusting cloth or fluffy duster
Cloth
General-purpose cleaner

Fabric Furniture

1. Check canister in vacuum to make sure it is not full.
2. Remove large pieces of trash before vacuuming.
3. Vacuum fabric surfaces and crevices.

Fabric furniture can include the following:

- Sofas
- Chairs
- Pews
- Rostrum seats

Equipment

Canister vacuum

Safety

- Inspect cord to ensure it is in good condition.
- Do not run over the cord.
- Plug and unplug cord by the plug end, never by the cord.
- Don't overextend the cord or add extension cords.
- Report faulty equipment to the ward building representative immediately.

Wastebaskets

1. Dump small amounts of trash into a larger collection bag. If trash is wet or smelly, do the following:
 - A. If wastebasket is dirty, apply general-purpose cleaner to a cloth or paper towel, and clean the wastebasket.
 - C. Leave one extra bag in the bottom of each wastebasket.
 - D. Replace bag. Tie a knot in the bag if it is larger than the can.
2. Put trash in a garbage can or dumpster that will be emptied by a disposal company or the city.

Equipment

Bags (of various sizes)
Large collection bag
General-purpose cleaner
Cloth or paper towels

Safety

- Never reach in a wastebasket to remove trash. Objects in the trash may be hazardous.

Glass and Mirrors

1. Apply glass cleaner to a cloth or paper towel.
2. Clean glass and mirror surfaces.
3. Wipe metal and plastic around windows and mirrors.
4. Clean both sides of all entry glass below eight feet (doors and windows).

Additional information:

- Clean from top to bottom.
- Focus on removing smudges and fingerprints.

Equipment

Cloth or paper towels
Glass cleaner

Chalkboards

1. Erase board (do not apply cleaner or water).
2. Wipe tray with a damp cloth or paper towel. Prevent chalk dust from falling on the floor.

Equipment

Cloth or paper towel
Eraser
Dustpan

Safety

- Do not stand on furniture to reach high spots on chalkboards. If necessary, ask a taller individual for assistance.