

ST. JOHN'S LUTHERAN CHURCH CLEANING DUTIES

1. **VACUUM**: Pews, church, balcony, welcome center, back of church, nursery, classrooms, elevator, loose rugs upstairs/downstairs.
2. **SWEEP and MOP**: Floors in basement and fireside room, kitchen, stairs to basement (2 sets), church entry (upstairs/downstairs), welcome center by coffee pots.
3. **BATHROOMS**: Clean toilets, mirrors, countertops, stalls, doors, floors (sweep and mop) and empty garbage. (upstairs/downstairs bathrooms)
4. **DUSTING**: Dust all wood surfaces. Do **NOT** clean altar. (Altar Guild does).
WET WIPING: All countertops, tables and non-wood flat surfaces.
GLASS: Entry doors glass and any windows that look dirty.
5. **GARBAGES**: Empty all garbage cans. Put garbage in dumpsters behind garage.
6. **WOOD SURFACES**: Dust ledges, floorboards, and cabinets.

Go through the above list as best as you can. Some of these items may not have to be done during your cleaning week. Use your best judgement. Any questions, contact CINDY GROTH @ 414-520-1557.....and have fun 😊😊😊.