

Christ Church Episcopal Cleaning Checklist

Policy: VII. A.
Initiated: 10.15.21
Revised: 10.15.21

DESCRIPTION OF SERVICE – AREAS TO BE CLEANED:

SANCTUARY, LADY CHAPEL, PRIEST SACRISTY, WORKING SACRISTY, CHOIR LOFT (except organ), MUSIC ROOM (except musical instruments), COMMON AREAS, HALLWAYS, OFFICES, CONFERENCE ROOMS, LOBBIES, CHILDREN'S AREA, FOX HALL, KITCHEN, CANTERBURY BUILDING. (OFFICES AND MEETING SPACE, First Floor only).

EACH VISIT:

___ **TRASH:** Empty wastebaskets throughout including Offices, Classrooms, Fox Hall, kitchen, and bathrooms. Replace liners as needed, remove trash to proper disposal area.

___ **TABLES & COUNTERS:** Clean and disinfect in Fox Hall, kitchen, bathrooms, and common areas.

___ **FRONT DOOR GLASS:** Spot clean interior and exterior front door glass.

___ **HIGH-TRAFFIC CARPETED AREAS:** Vacuum high-traffic areas, spot vacuum other areas.

___ **HIGH-TRAFFIC HARD FLOORS:** Dust mop and damp mop traffic areas with neutral disinfectant cleaner. Spot sweep and mop other.

___ **KITCHEN AND APPLIANCES:** Wipe down kitchen appliance surfaces, include inside of microwaves, empty trash, mop and clean floors, disinfect counters, (not inside cabinets, closets, or other enclosed areas).

___ **BATHROOMS:** Clean and sanitize toilet bowls, urinals, sinks and countertops, polish fixtures. Clean mirrors and glass, refill paper and soap dispensers..

----- **FOX HALL:** Clean and sanitize table tops, Spot clean chairs and seats as needed.

___ **DUST:** All horizontal surfaces below 6 feet, sills, moldings, ledges, shelves, frames, vents, ducts.

MONTHLY:

___ **EXTERNAL CABINET SURFACES IN KITCHEN:** Clean.

___ **DUST:** Window sills, moldings, ledges, shelves, frames, vents, ducts, baseboards, chair rails, ceiling, corners, blinds, etc.

___ **LOW-TRAFFIC CARPETED AREAS:** Vacuum all low-traffic carpeted areas throughout.

___ **LOW-TRAFFIC HARD FLOORS:** Dust mop and damp mop both low and high-traffic hard floors.