

# Christ Church Episcopal

## Cleaning Checklist

Policy: VII. A. 2  
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 the 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 a neutral 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 tabletops, 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.

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