

<b>AUDITORIUM</b>					
Equipment: 18 inch dust mops, Vacuum cleaners, Extension cords, Dustpans, Whisk brooms, Dirt Devil vacuums, Dusting poles, Pledge, Sparkle, and Spray On Wipe Off Solution.					
<b>Step One:</b>					
Restock all visitor cards and envelopes where needed and make sure song books and Bibles are in place. Restock all Offering Boxes.					
Report spills and sticky spots on the carpet to the maintenance department.					
<b>Step Two:</b>					
Wipe down the white pews with a clean cloth.					
Dust the rails leading to balcony from top to bottom.					
<b>Step Three:</b>					
Starting at the front of the auditorium, take the Whisk brooms and brush all pews from left to right to ensure no trash is left in the pews..					
<b>Step Four:</b>					
Take the 18 inch dust mops and sweep the tile floor from left to right transferring all trash to the carpeted area.					
<b>Step Five:</b>					
Vacuum the entire auditorium using the upright vacuums. Extension cords will be needed for ample pick up range.					
Vacuum the return air grills on each side of auditorium.					
Vacuum, using the dirt devil vacuum) the stairs on both sides leading to the balcony.					
Vacuum the black carpet area around the platform and the front and side steps.					

<b>Step Six:</b>					
Wet mop the tile floor and under the pews. This needs to be done last.					
Review the overall appearance of the auditorium and make sure all is in order.					
<b>AUDITORIUM DOOR WINDOWS</b>					
<b>Step One:</b>					
Using paper towels and the Sparkle spray, clean all door windows starting at the left hand side and moving to the right. Do both sides, inside and out.					
<b>FOYER</b>					
<b>Step One:</b>					
Clean all counters in the foyer with Spray On Wipe Off.					
Spray the paper towel and wipe all counters clean.					
<b>Step Two:</b>					
Dust the TV Monitors using a clean cloth or towel.					
<b>Step Three:</b>					
Using the large vacuum and the smaller ones if desired, vacuum the entire Foyer carpet.					
Vacuum the buffer rooms between Auditorium and Foyer.					
<b>DO NOT CLEAN EXTERIOR WINDOWS AND DOORS.</b>					
<b>SECOND FLOOR CLASSROOMS</b>					
<b>Classrooms 202 - 205</b>					
<b>Step One:</b>					
Pick up all chairs in these class rooms and place them against the walls.					
<b>Step Two:</b>					
Wipe all tables in these rooms using Spray On and Wipe Off and paper towels.					
<b>Step Three:</b>					

Clean all white boards in these rooms with Sparkle Glass Cleaner and paper towels. <b>NOTE: Do not remove anything that has the word SAVE on them.</b>					
<b>Step Four:</b>					
Vacuum each classroom real good and replace the chairs back around the tables.					
Vacuum the outer edge of the classrooms.					
<b>Step Five:</b>					
Empty any trash in the trash containers and replace the white trash bag with a new one.					
Turn out the lights when you leave the classroom and shut the door.					
<b>Step Six:</b>					
If the rooms have sinks, clean the sink area and wipe down all counters.					
<b>SECOND FLOOR HALLS</b>					
<b>Step One:</b>					
<b>Empty all trash cans located in the second floor halls.</b>					
Replace the trash bags and wipe down the trash containers on the outside so that they have a clean appearance..					
<b>Step Two:</b>					
Run the vacuum throughout the halls making sure that all hall areas look clean and neat.					
<b>Step Three:</b>					
Clean the water fountains and wipe down the sides.					
These must have a clean appearance at all times.					
<b>Note: Thank you so much for your help in making our church home a clean home to worship in.</b>					

