

# CLEANING CHECKLIST

The following checklist is a weekly guide and is not meant to be all inclusive:

## Between Sunday and Wednesday

- Clean all bathrooms
- Empty all trash
- Vacuum carpet in offices
- Check kitchen for cleaning
- Clean glass on entry doors
- Clean entrance carpet
- Vacuum carpet in nursery/preschool rooms
- Clean sanctuary
- Sweep and/or mop tile floors as needed
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## Between Wednesday and Sunday

- Pick up trash and old bulletins in sanctuary
- Turn in completed visitors' cards to the church office
- Check kitchen for needed cleaning
- Clean glass on entry doors
- Clean entrance carpet
- Vacuum carpet in nursery/preschool rooms
- Clean sanctuary, dusting banisters, piano, organ
- Sweep and/or mop tile floors in all areas as needed
- Clean bathrooms
- Vacuum carpets in sanctuary and other carpeted rooms

This job description will be used by the Trustee Committee as a basis to inspect the church buildings to see if the church's expectations are being fulfilled. It will help the custodial staff to know if there are any problem areas that need to be addressed in order to maintain a well-groomed facility.

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I have reviewed the job description guidelines for the custodial duties assigned by the Trustee Committee of the Burgin Baptist Church, and agree to the conditions and descriptions set forth. At any time that I am unable to perform said duties per the job description guidelines, I will give sufficient notice to the Trustees and the Personnel Committee. I understand that I will receive an in-person review at least annually, and periodic reviews if deemed necessary. I also acknowledge receipt of the job description guidelines and checklist.

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Signature

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date

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