

<b>Location</b>	<b>Task</b>	<b>Frequency &amp; required day</b>
Pioneer Chapel Bathroom	Clean toilet, sink, wipe cabinet/walls, sweep, mop, remove garbage	1/wk; Fri
Art Room	Wash sink, wipe tables/chairs, dust blinds/windowsills/molding/walls, sweep & mop, remove garbage	1/wk
EW & WW water fountains	wipe down	1/wk
2nd floor Breezeway	dust blinds, window sills, molding walls, light fixtures, signs. Vacuum carpet	1/wk
Nursery Room	straighten, dust blinds & windowsills, wipe desks, chairs, cabinets, clean bathroom toilet and sink, vacuum carpet, remove garbage	1/wk; Mon
Tot lot	move to Saturday sexton as cleaning services generally stay inside	1/wk; Sat
Narthex	sweep, vacuum mats	1/wk
Pepper & Diana's office	dust blinds, window sills, molding, walls, furniture. Vacuum chairs & carpet, remove garbage. Lysol phones	1/wk
Music Room	dust blinds, window sills, molding, walls. Sweep, mop floor	1/wk
WW Elevator	clean and polish walls, door and railing. Vacuum floor	1/wk
WW Doors and Corridors	wipe down doors, vacuum corridor carpets, dust walls	1/wk
Labyrinth/Courtyard	move to Saturday sexton as cleaning services generally stay inside	1/wk
Staff Kitchen	dust blinds, wipe window sill and walls, wipe appliances, clean sink, sweep & mop floor, remove garbage	1/wk
Pioneer Chapel	Includes cleaning the Chapel, the Meditation and Storage rooms, the bathroom and the lobby. Dust pews, pianos, pulpits, railings, window sills, blinds, tables and chairs. Vacuum carpets. Mop lino floors, wash windows as needed	1/ wk; Monday
Community room	dust, polish table, clean white board, vacuum chairs and carpet, remove garbage	1/wk
Norberg	dust TV, VCR, stand, wires, blinds, windowsills; wipe tables; clean white board, vacuum chairs and table, remove garbage	1/wk,

EW hallway & stairs & upper landing	wash windows in doors, dust light fixtures and railings, vacuum carpet	1/wk
Oliver Hall lobby	wipe table and bench; clean water fountain, sweep floor, vacuum mats	1/wk
Oliver Hall kitchen	vacuum mats and also mats in Courtyard	1/wk
EW Elevator	clean and polish walls, door and railing. Vacuum floor	1/wk
Pastor Arlene's office	dust blinds, window sills, molding, walls, furniture; polish round table. Vacuum carpet, chairs, couch. Remove items from desk and polish. Lysol phone. Remove garbage	1/wk; Friday
Other East wing offices	dust blinds, window sills, molding, walls, furniture. Vacuum chairs & carpet, remove garbage. Lysol phones	
Sanctuary	Dust pews and baptismal font with duster or moist cloth only; dust rails along walls, flat walls along chancel, piano and piano stand. Dust and vacuum sound booth; sweep between pews, chancel area, flower and sink rooms. Vacuum carpet and borders, (mop between pews, chancel area, flower and sink rooms 1/mth), wipe door handles.	1/wk; Friday
Narthex	sweep, vacuum mats (mop 1/mth)	1/wk; Friday