

Custodial Duties
(Twice a Month)

CHURCH:

Dust wooden surfaces – floors, windowsills, altar, chair rails, rails at altar, font, bulletin table in front of font, cobwebs in windows.

Check for bat droppings on altar, kneeling cushions, seat cushions, organ keys, organ bench.

See that hymnals and prayer books are put in holders and that extras are neatly stacked at end of pews.

Place used bulletins left in pews on sacristy counter.

Vacuum carpet – put kneelers in place.

SACRISTY:

Sweep sacristy floor.

Dust windowsill and dust cobwebs and bat droppings.

Straighten counter if possible and wipe off.

NARTHEX:

Vacuum and sweep floor.

Dust windowsill to remove cobwebs and bat droppings.

OUTSIDE SACRISTY AND SIDE DOORS:

Sweep mats with broom.

PARISH HALL:

Take out trash.

Lightly damp mop wooden floor (as discussed.)

Vacuum carpet and tile floor in Sunday School room.

Dust windowsills and other surfaces.

KITCHEN:

Dust windowsills.

Take out trash.

Damp mop kitchen floor.

Wipe down counter tops.

Check microwave and oven interiors and clean as needed.

RESTROOMS:

Take out trash.

See that toilet paper and hand towels are available, and that extras are in the baskets in each restroom.

See that soap dispensers are at least ½ full and refill as needed.

Clean sinks and commodes.

Damp mop floors.