Monthly Church Cleaning Checklist

The following checklist of tasks should be completed twice per month, preferably before the 1st and 3rd Sundays.

Keys for the church:
Altar Society Treasurer (Carol Schumacher, 673-3436), Father Kadrmas (673-3177), Altar Society President (Wilma Dunford, 673-3491) Sue Richter, 673-3415, Holly Schirado (258-0701), or Corrine Heaton (222-3668). Call to make arrangements.

General cleaning supplies:

**If additional supplies or replacement appliances/tools are needed, please contact the parish office (673-3177) and leave a specific message.**

1) CHEMICALS, RAGS, BUCKETS: the old kitchen, in the cupboards above/below the sink. Please hang out any rags used so that they dry, and/or take them home to be washed and returned.
2) GARBAGE BAGS, PAPER MATERIALS: the new kitchen, below the telephone.
3) VACUUMS, EXTENSION CORDS, MOPS, BROOMS, ETC.: downstairs furnace room; please return when finished.

Tasks:

a) Vacuum the sanctuary, sacristy, carpets under and around pews, choir area, confessional, stairways, and downstairs classrooms as needed

b) Dust the pews, sanctuary furniture, choir room furniture, confessional area, and tables in the back of the church (wipe off with a damp cloth or polish if needed)

c) Clean all sills (windows, stairwells)

d) Straighten the upstairs meeting room, and dust if needed.

e) Clean the bathrooms
   - Sweep and mop floors
   - Wash mirrors, clean basins and counters, disinfect toilets
   - Check Kleenex tissue
   - Check toilet paper supply (keep 4 rolls under the sink as refills and one extra roll on or near toilet)
   - Check paper towel supply (key is in top cupboard by phone on right side of door)
   - Refill liquid hand soap if needed

f) Wash, dry and put away any dishes in both kitchens

g) Empty all garbage cans (both kitchens, both bathrooms, meeting room & in the back of church by the missalettes)
   - Carry out the garbage to the dumpster west of the church.

h) Empty, clean out and refill the Holy Water containers every 2 weeks. There are 3 of them. (“old” water is to be poured out on the ground outside, “new” water available from large font near confessional)

THANK YOU!

revised 1/13/09