

4:00 - 5:00 Downstairs Cleaning Duties

1. **Vacuum** - the rug in front of the back doors.
 2. **Sweep** - the fellowship hall area (***using the large dust broom ONLY please**), both bathroom floors, and the area at the bottom of the stairs and down the hallway by the kitchen door. Sweep the kitchen floor if needed.
 3. **Swiffer Mop** - both bathroom floors and spot clean with the swiffer any muddy/dirty spots in the fellowship hall (please be careful of NOT using too much water or cleaner on the hard floors - it can warp the flooring).
 4. **Clean both bathrooms** - wipe down sink, toilet, and mirrors with multi-purpose cleaner in both restrooms. Refill hand soap dispensers (if needed) and place back in the CHESSIE BATHROOM Baskets. Refill CHESSIE BATHROOM Baskets with a stack of tri-fold paper towels & 2 rolls of toilet paper (toilet paper & paper towels are in the trailer) - Put baskets in or near the trailer to be loaded by Helen. Spray the water fountain with a cleaner solution and wipe down.
 5. **Empty all trash cans** - 1 in each bathroom, 1 in the kitchen, 1 in the fellowship hall by the back door. Put new liners in each can (trash bags are located in the kitchen closet top shelf or CHESSIE trailer). Take all trash bags to the large dumpsters next to the church sidewalk around back.
 6. **@ 4:30 - Help Mrs. Shelton & Mrs. Basener** carry materials to their cars. Help make sure sanctuary chairs are back in place. Help break down any tables, make sure they are clean without any sticky residue, marks on them or dirt. Mr. Clean Magic Erasers are in the trailer if you need a cleaning tool to get tables cleaned. Put all the tables back where they belong (shed or fellowship hall). Do a check of the back and side classrooms to make sure they are clean and in order.
 8. **Before 4:45pm** - Put any lost and found items in the lost and found bin on/near the front porch (if it is late, it may have been taken to the CHESSIE trailer already).
 9. **First Aid Kit** (on the window sill in fellowship hall) - Put first aid box back in CHESSIE trailer (on the white shelf)
 10. Check in with either Karen Miller or Helen Travis before leaving.
- *Large Dust broom & dust pan can be found in the closet in the kitchen.
*Swiffer mop and pads are in the closet at the top of the stairs.
*Cleaning supplies are in the bucket labeled "CHESSIE" in the closet in the boys restroom
*Trash bags are on the top shelf of the kitchen closet - make sure the kitchen closet is left in orderly fashion.
*Vacuum is in the hallway alcove near the stairwell or in the nursery room.