

### **Upstairs cleaning shift: 4pm - 5pm**

1. **Vacuum** - the stairway coming up from downstairs, the rug in front of the church doors, and if the sanctuary was used, the rugs in the sanctuary by the doors.
2. **Sweep** - the foyer area, both bathroom floors, and the sanctuary floors if classes were held inside.
3. **Swiffer Mop** - both bathroom floors and spot clean with the swiffer any muddy/dirty spots in the foyer (and sanctuary if any classes were inside).
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 foyer by the stairwell, 1 in the foyer by the office door, and 1 large can in the back of the sanctuary. 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** - When class is in the sanctuary space, **Help Mrs. Pierson** carry materials to her car. Help make sure sanctuary chairs are back in place. **Walk through the sanctuary and make sure that each row is the correct distance apart.** Help break down any tables and put them back where they belong (back alcove of sanctuary or shed).
7. **Raise the screen** in front of the sanctuary if it was used (button on the back wall)
8. **By 4:45pm** - Put 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).

\*Broom and dustpan 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 at the top of the stairs.

\*Trash bags are located on the top shelf in the kitchen

\*Vacuum can be found in the cleaning closet

\*Please make sure the cleaning closet is left in an orderly fashion