Lutheran Church of Our Saviour

Month: [ ]

Cleaning tasks	Week 1		Week 2		Week 3		Week 4	
Narthex and Sanctuary	Check when completed Visit 1	Visit 2	Check when completed Visit 1	Visit 2	Check when completed Visit 1	Visit 2	Check when completed Visit 1	Visit 2
Dust hard surfaces	☐	☐	☐	☐	☐	☐	☐	☐
Vacuum floors and baseboards	☐	☐	☐	☐	☐	☐	☐	☐
Wash glass doors	☐	☐	☐	☐	☐	☐	☐	☐
Other (NOTE)	☐	☐	☐	☐	☐	☐	☐	☐
Kitchens								
Wash the floor (as needed)	☐	☐	☐	☐	☐	☐	☐	☐
Wash and disinfect countertops (1 disinfect / week)	☐	☐	☐	☐	☐	☐	☐	☐
Wash the cabinets, appliances (fridge, oven, stovetop, range hood, inside the microwave)	☐	☐	☐	☐	☐	☐	☐	☐
Empty wastebasket	☐	☐	☐	☐	☐	☐	☐	☐
Scrub the sinks	☐	☐	☐	☐	☐	☐	☐	☐
Bathrooms								
Scrub sinks, backsplashes and mirrors	☐	☐	☐	☐	☐	☐	☐	☐
Scrub the toilet	☐	☐	☐	☐	☐	☐	☐	☐
Wash the floor & shake out mats	☐	☐	☐	☐	☐	☐	☐	☐
Empty wastebasket	☐	☐	☐	☐	☐	☐	☐	☐
Replenish paper products	☐	☐	☐	☐	☐	☐	☐	☐
Offices / Admin Area								
Dust where possible. Do not move papers	☐	☐	☐	☐	☐	☐	☐	☐
Empty wastebaskets	☐	☐	☐	☐	☐	☐	☐	☐
Wash the floor (as needed)	☐	☐	☐	☐	☐	☐	☐	☐
Preschool								
Dust where possible. Do not move papers	☐	☐	☐	☐	☐	☐	☐	☐
Empty wastebaskets	☐	☐	☐	☐	☐	☐	☐	☐
Wash the floor (as needed)	☐	☐	☐	☐	☐	☐	☐	☐

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Definitions:

Dust: Wipe dust from furniture, woodwork, etc. Remove visible dust

Wash: Clean using water or cleaners. Remove visible dirt or grime

Scrub: More thorough cleaning. Remove visible marks or stains where possible

Notes to the Church: Date: [ ]

Notes to the Cleaners: Date: [ ]

I need these supplies: Date: [ ]

	Product	Brand	Notes
☐	Glass Cleaner		
☐	Floor Cleaner		
☐	Disinfectant		
☐	Bleach		
☐	Paper Towels		
☐	Rags		
☐	Sponges		
☐	Vacuum Bags		
☐	Kitchen Garbage Bags		
☐	Large Garbage Bags		
☐	Other		