
Group Cleaning Schedule

Cleaning Date: _____

“Keep Jehovah’s house clean.”

- ***Note: Please check off what was completed. Thank you.***

_____dust cobwebs, lights, moldings

_____ladies’ room

- disinfect toilets, sinks, & counters
 - use Rejuvenal full-strength inside toilet & use spray bottle of disinfectant (pink fluid) on seat & exterior of toilet
- Windex mirrors (purple fluid)
- Polish stainless steel partitions & doors (use stainless steel polish sparingly on a rag)
- Fill toilet paper

_____men’s room

- disinfect toilets, urinals, sinks, & counters (see: directions above)
- Windex mirrors
- Polish stainless steel partitions & doors

_____vacuum main hall

_____ vacuum 2nd & 3rd school

_____vacuum library

_____vacuum mats inside & outside front & back doors

_____ wax table & lectern on platform and table & lectern in 3rd school

_____ mop ladies’ room, men’s room, lobby, coat room, 3rd school tile & kitchen (use 3 oz. Rejuvenal in mop water)

_____clean kitchen counters, sink, microwave, & refrigerator

- Throw away expired or spoiled food

_____ Windex glass doors, front doors, 2nd school window, & library window

_____ wipe down counters in lobby

_____ trash (empty all cans & take trash with you)

_____ library (wipe down table, counter, shelves)

_____ fill paper towel dispensers & toilet paper in bathrooms

_____ disinfect water fountains

_____ disinfect all handles & doorknobs

In addition,

_____ please check to see if there are any boxes or trash that needs to be removed from the basement

_____ please check to see if the room behind the stage needs to be cleaned

_____ Check here if all is completed.

Thank You!

Tidying Reminders

Five simple steps:

1. Empty all trash bins:
 - The men's room.
 - The ladies' room
 - By the drinking fountains.
 - By the telephone or 3rd school.
 - In the kitchen.
 - In the library.
 - Behind the literature counter.

***Note:** Please take all trash home with you. Do not leave it in or outside the Kingdom Hall.

2. Remove all empty boxes from Kingdom Hall.
3. Look to see if there are any articles, books, etc. lying around on the counters or on the seats and place them on the shelves in the coatroom. Please hang any clothing found on hangers in the coatroom. Please do not deposit things into the library.
4. Pick up any small bits of paper or candy wrappers on floor.
5. Give bathrooms attention, as needed.

LAST ONE TO LEAVE, PLEASE...

1. Turn off all lights: back schools, bathrooms, library, and kitchen.
2. Set the alarm.
3. Make sure the door is locked and secured.