

Assembly Hall Circuit Cleaning Guidelines



***Richmond Virginia Assembly Hall
of Jehovah's Witnesses***

5607 Midlothian Turnpike
Richmond, VA 23225-6113

Version 1.0

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Introduction

Dear Circuit Cleaning Overseer,

The responsibility of your department has grown considerably with your assignment to the Richmond Virginia Assembly Hall. Your department is responsible to ensure that the assembly site maintains a high standard of cleanliness that reflects favorably on Jehovah's name. (Lev. 20:26) The assembly site is a place of pure worship, and those who supervise this department should understand the importance of keeping the site clean. The key to the success of your assignment is to select dependable volunteers and to explain assignments clearly. We will attempt, with this guideline, to give you necessary structure and details for your assignment.

When cleaning at the conclusion of the day's program, instruct cleaning personnel to be considerate of any who may be greeting others, visiting with the traveling overseers and their wives, conversing with the Bethel speaker and his wife, and so forth. Circuit events are occasions for brothers 'to encourage one another' and enjoy spiritual fellowship, especially with those they may not regularly see. (Heb. 10:24, 25) If your event is scheduled for Saturday, there are additional tasks needed to prepare the facility for the next day's Circuit event.

It should not be expected that everyone will immediately leave the auditorium after the concluding prayer. Often, the cleaning can be accomplished by working around those who are enjoying Christian fellowship. If any need to be asked to move to allow cleaning in a certain area, the cleaning personnel should be instructed to do this in a loving manner.

Please read these instructions thoroughly **BEFORE** each Circuit Assembly Day. It has been found that following this guideline closely will assist you to successfully complete your cleaning assignment. It is recommended that you have this guideline with you as you carry out your assignment during the assembly. You are encouraged to share this information with your assistants as well.

It is our overall goal not to unduly complicate it for you. So, we are depending on you to fulfill your assignment in a logical and safe manner, even though certain details may not be described in this manual. If there is a problem you cannot solve, you can approach your Assembly Overseer, Circuit Overseer, Assembly Hall Overseer on Duty or the Assistant Assembly Hall Overseer.

We hope you enjoy your special assignment. May Jehovah bless you for your willing spirit.

Your Brothers,

Richmond Virginia Assembly Hall Overseers

Assignment Overview

- Inspect the facility early each morning and have touch up work done by volunteers assigned to arrive early.
- Restrooms should be checked and spot cleaned periodically throughout the assembly.
- When vacuuming the Stage PLEASE DO NOT BUMP INTO the stage furniture.
- After each Assembly Day there will be a cleaning inspection. It is the responsibility of the Assembly Overseer and the Cleaning Overseer of each circuit to see that the building is left neat and orderly.
- Please see the Cleaning Overseer in the case of body fluid spills.
- The section "Cleaning Inspector's Final Checklist" will be the basis for the final cleaning inspection. Every item should be reviewed and the Cleaning Overseer should know positively that each item is cared for.
- Have a sufficient number of workers available after the Assembly to handle any touch-up cleaning needing to be done during the final inspection.
- Backpack vacuums are available for use by the circuits. **THEY SHOULD BE USED TO VACUUM CARPETED SURFACES ONLY.**
- Backpack vacuums are located in Cleaning Station #1 & 3 and should be returned to these cleaning stations after use. Please issue them to responsible individuals for use.

Cleaning Overseer / Assistant Cleaning Overseer

The Cleaning Overseers will be responsible to ensure that the assembly site maintains a high standard of cleanliness that reflects favorably on Jehovah's name. (Lev. 20:26) They will be conversant with the Circuit Organization Guidelines (S-330-E) and any Assembly Hall cleaning instructions. They will call for, and participate in, the final cleaning inspection. The Cleaning Overseer will ensure that a written list of any broken, damaged or missing equipment is provided to the Assembly Hall Overseer on Duty.

The Assembly Hall is divided into 15 Interior Cleaning Zones and 1 Exterior Zone. The Cleaning Overseers will select 5 capable and responsible brothers to serve as Key Men, one over each Cleaning Station. (Exodus 18:21) An assistant may be selected for each Key Man. They will also assign one or more congregations to each Interior Cleaning Zone and Exterior Zone.

Key Man

A Key Man will be assigned to oversee one Cleaning Station. He will be responsible for:

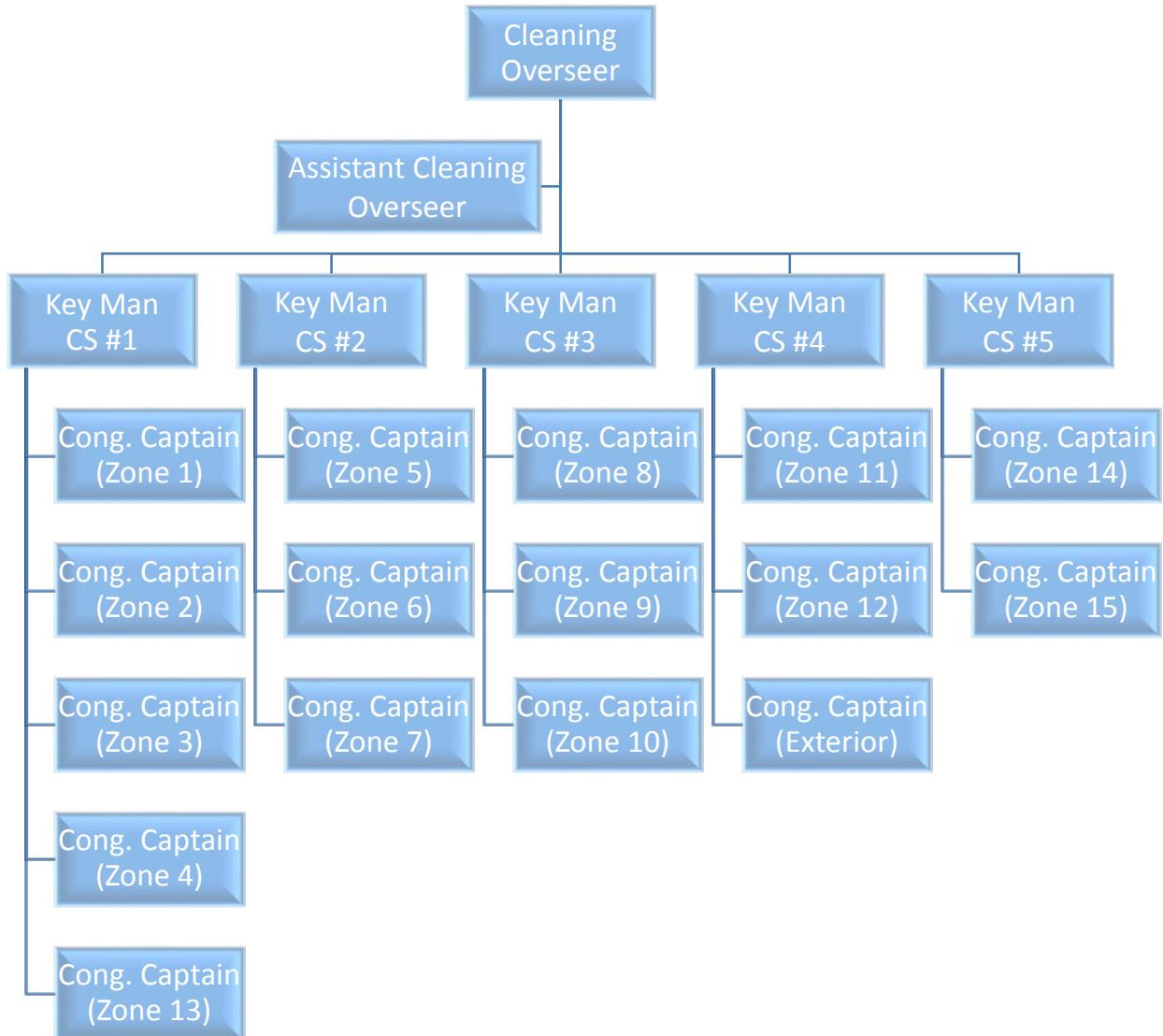
- Keeping the Cleaning Stations locked when not being manned. Due to the presence of cleaning chemicals, this is an important aspect of safety.
- Distributing the supplies and equipment to the Congregation Cleaning Captains. When distributing supplies, ask the congregation volunteers to remain outside of the cleaning stations.
- Ensuring that all supplies and equipment are returned at the end of the work assignment
- Ensuring that the Cleaning Station is left clean and that the utility sink and mop buckets have been rinsed out
- Ensuring that replacement mop heads have been installed
- [For Saturday events] Ensuring that clean rags have been put out for the next event
- Maintaining organization in the Cleaning Station
- Supplying direction to the Congregation Cleaning Captains
- Refilling the spray bottles
- Reporting any broken, damaged or missing equipment to the Cleaning Overseer

Cong. Captain

A Congregation Captain will be assigned to oversee the cleaning of one (or a portion of one) Zone. He will be responsible for:

- Organizing and overseeing the cleaning for his Zone
- Recruiting the volunteers from his congregation
- Verifying that the concluding checklist tasks have been accomplished
- Notifying the Cleaning Overseer when his assignment has been completed

Departmental Structure



NOTE: A Key Man Assistant may be assigned, if desired.

Assignment Worksheet

Cleaning Station Key Men

The chart below should be used to record the name and phone number of each assigned key man.

CLEANING STATION	KEY MAN	PHONE
1		
2		
3		
4		
5		

Cleaning Station Key Men Assistant

The chart below should be used to record the name and phone number of each assigned key man assistant.

CLEANING STATION	KEY MAN ASSISTANT	PHONE
1		
2		
3		
4		
5		

Congregations by Cleaning Zone

The chart below should be used to record the congregation(s) and Captain(s) assigned to each zone.

	ZONE 1	ZONE 2	ZONE 3
Cleaning Station	1	1	1
Congregation			
Captain			
Capt. Phone			
Congregation			
Captain			
Capt. Phone			
	ZONE 4	ZONE 5	ZONE 6
Cleaning Station	1	2	2
Congregation			
Captain			
Capt. Phone			
Congregation			
Captain			
Capt. Phone			
	ZONE 7	ZONE 8	ZONE 9
Cleaning Station	2	3	3
Congregation			
Captain			
Capt. Phone			
Congregation			
Captain			
Capt. Phone			

ZONE 10		ZONE 11		ZONE 12	
Cleaning Station	3	4	4		
Congregation					
Captain					
Capt. Phone					
Congregation					
Captain					
Capt. Phone					
ZONE 13		ZONE 14		ZONE 15	
Cleaning Station	1	5	5		
Congregation					
Captain					
Capt. Phone					
Congregation					
Captain					
Capt. Phone					
EXTERIOR					
Cleaning Station	4				
Congregation					
Captain					
Capt. Phone					
Congregation					
Captain					
Capt. Phone					

Description of Cleaning Chemicals

General Purpose Cleaner

This cleaner is used on hard surface such as counters, desks and tables.

Glass Cleaner

This cleaner is used for cleaning glass and mirrors.

Restroom Cleaner

This cleaner is used only in the Rest Rooms.

Stainless Steel Cleaner

This cleaner is used for cleaning stainless steel handrails, door panic bars, door handles, door push plates, door kick plates and elevator doors.

Water

This cleaner is used for cleaning fabric chairs and seat backs and bottoms.

Trash Receptacle Cleaner

This cleaner can be found in Cleaning Station #3 and is used for cleaning Trash Receptacles.

Enzyme Magic Packet

This cleaner is a **no rinse** product that is only to be used on Rest Room floor tile. It should be mixed with 4 gallons of clean water. This product will be provided to the Cleaning Overseer.



Figure 1 - Enzyme Magic

VoBan Aromatic Absorbent

This product is to be used in the event of a bodily fluid spill on carpet and fabric. The product should be poured on the spill. After allowing time for the product to absorb the spill, simply sweep it into a plastic garbage bag. Please dispose of the bag immediately.



Figure 2 - VoBan Aromatic Absorbent

Vomit Deodorant

This product is to be used in the event of a bodily fluid spill on a solid surface. After cleaning up the spill, the product should be sprayed on the surface to help eliminate any odors.



Figure 3 - Vomit Deodorant

Procedure for Handling Bodily Fluid Biohazards

Definition

- Blood
- Stool
- Urine
- Vomit

Blood and bodily fluids have the potential to spread infectious diseases, like Hepatitis C, to volunteers who mishandle a spill. It's imperative that the Attendant; Cleaning & First Aid departments have clear communication and good cooperation between them in dealing with biohazard incidents.

IMPORTANT: A volunteer who cleans up blood and bodily fluid spills must wear personal protective equipment (i.e. gloves, masks or face shields). Treat blood, stool, urine and vomit, except for human milk, as potentially infectious.

Procedure in the event of a biohazard outside of the restroom

- Once a volunteer is notified of a potential spill of body fluid, they should immediately contact an Attendant. The volunteer should block off the contaminated area.
- The Attendant should contact:
 - Main Cleaning desk at Cleaning Station #1
 - Attendant Department Overseer
 - First Aid Department
- The Attendant will need to identify the exact location of the contaminated site.
- The First Aid Overseer will go to the contaminated area and relieved the first responder. He will take the lead in assessing the spillage and determining if it is a bodily fluid as defined above.
- The First Aid Overseer may assign a responsible Brother to stay near the contaminated area.

IMPORTANT: Please DO NOT CLEAN UP the spill.

- The Attendants will ensure that no one comes in or near the secured area.
- The Cleaning Department will clean and disinfect the contaminated area using the Biohazard kit provided by the Assembly Hall.
- The waste will then be properly disposed of using the Biohazard Kit.
- Follow instructions from the Biohazard Kit
- Place waste in a sealed trash bag

Cleaning Up Bodily Fluids

For small amounts of urine and stool on smooth surfaces

- Wipe off and clean away visible soil with the Restroom Cleaner solution,
- Rinse the surface with clean water

For larger spills on floors, or any spills on rugs or carpets

- Wear gloves while cleaning. While disposable gloves can be used, household rubber gloves are adequate for all spills except blood and bloody body fluids. Disposable gloves should be used when blood may be present in the spill.
- Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have.
- Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag that has been securely tied or sealed. Use a wet/dry vacuum on carpets, if such equipment is available.
- For spills on carpet or fabric, immediately use the *VoBan Aromatic Absorbent* to absorb the spill. The product should be poured on the spill. After allowing time for the product to absorb the spill, simply sweep it into a plastic garbage bag. Please dispose of the bag immediately. A carpeted area may require vacuuming.
- For spills on solid surfaces, after cleaning and disinfecting the spill area, immediately use the *Vomit Deodorant* to deodorize the area.
- Discard disposable gloves after use.
- Mop heads used to clean up body fluids should be:
 - Put into a plastic garbage bag,
 - Placed into a separate blue crate in Cleaning Station #1
- Wash your hands afterward, even though you wore gloves.

Cleaning Stations

There are 5 Cleaning Stations throughout the Assembly Hall. Cleaning Stations #1 through #4 are located on the main floor and Cleaning Station #5 is located on the second floor. These Cleaning Stations, along with the areas they service, are identified on the accompanying Assembly Hall floor plan.

General Reminders

- Cleaning stations should be kept locked at all times for safety reasons.
- When distributing supplies, ask the congregation volunteers to remain outside of the cleaning stations.
- All cleaning supplies (such as chemical bottles) and equipment (such as vacuum cleaners) should be returned to, and neatly arranged in, their designated Cleaning Station at the end of each day.
- All electrical extension cords should be neatly wrapped and stowed in the cleaning station it came from.
- **ALL** spray bottles should be re-filled at the end of each day. Please refer to the section "COMMAND CENTER" in this manual. Spray bottles should be neatly arranged on the designated shelves.
- Mop buckets should be thoroughly rinsed out at the end of the day.
- Dirty mop heads should be removed from the mop and brought to Cleaning Station # 1. The mop heads should be put in the **BLUE** crates where the dirty rags are stored.



Figure 4 - Cleaning Station #1 Crates

Mops and mop buckets for Cleaning Station #2 should be stored in the Storage Closet across from the Cleaning Station.

- At the end of each day, ALL dirty rags should be brought to Cleaning Station #1 (using the **BLUE** crates) to be laundered. After the rags are emptied, each of the **BLUE** crates should then be returned to their respective Cleaning Stations.
- Before vacating the Assembly Hall, ALL Cleaning Station Floors should be thoroughly swept and mopped.
- Bags containing any kind of trash should never be stored overnight in the Cleaning Station.
- All trash bags should be deposited in the large dumpster, located outside the building, by the dining room.

Cleaning Station #1

This station located along the North hallway adjacent to the Elder's Conference Room.

This serves as the main cleaning station and will service all areas highlighted in **YELLOW**. These areas are:

- North and West Lobby and hallways,
- Elder's Conference Room,
- First Aid Office,
- Coatroom/Lost and Found area,
- Auditorium.

NOTE: The Administration Offices, located in the North Lobby area, are not to be cleaned by Circuit Personnel.

Equipment Inventory

The following equipment should be located in this cleaning station:

Quantity	Item
5	Brooms
4	Closed Signs
3	Dust Pans
3	Mop Buckets, Gray (with YELLOW marking)
0	Mop Buckets, Yellow
0	Mops with String Heads
3	Mops with YELLOW Microfiber Heads
3	Sweepers
9	Vacuums, Canister
10	Vacuums, Push

Spray Bottle Inventory

The following spray bottles should be located in this cleaning station:

Quantity	Item
1	Deodorant, Vomit
11	Spray Bottles, General Purpose Cleaner
8	Spray Bottles, Restroom Cleaner
8	Spray Bottles, Stainless Steel Cleaner
2	Spray Bottles, Water

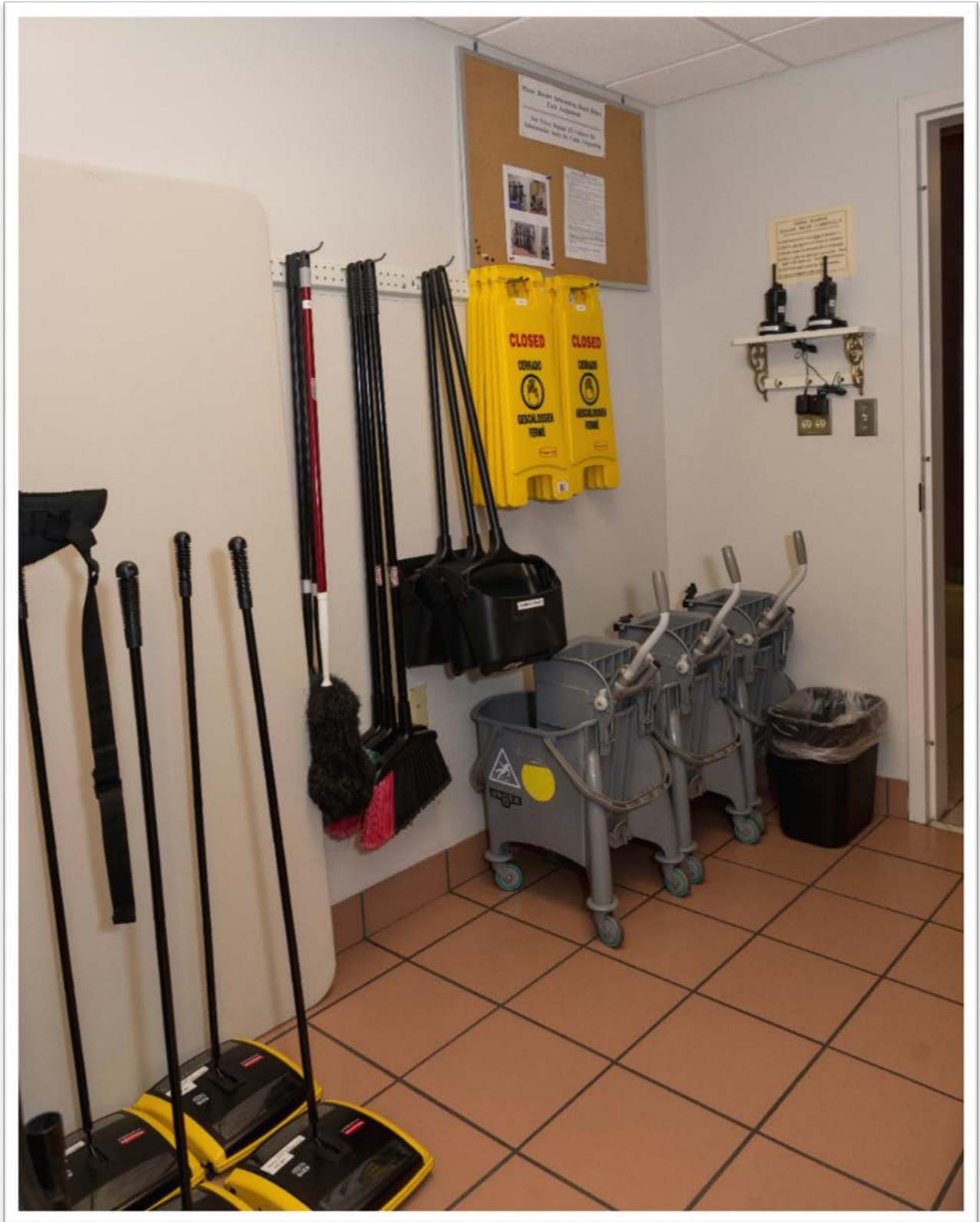


Figure 5 - CS #1 Mops

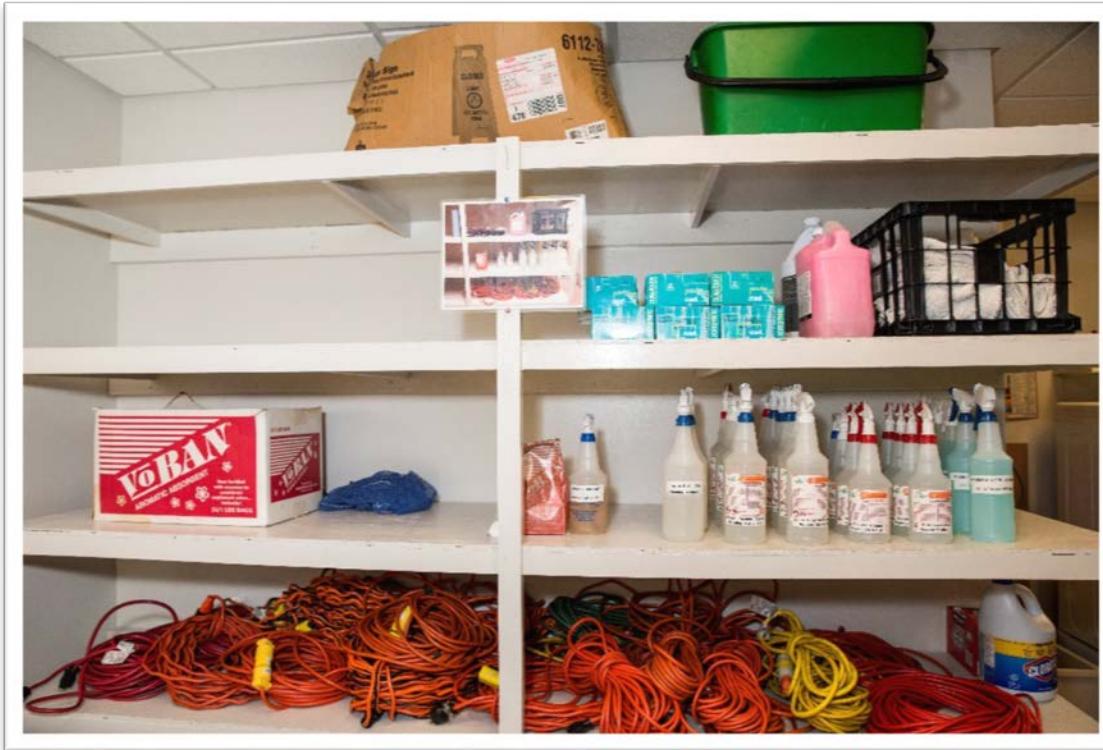


Figure 6 - CS #1 Shelves (Upper)



Figure 7 - CS #1 Shelves (Lower)

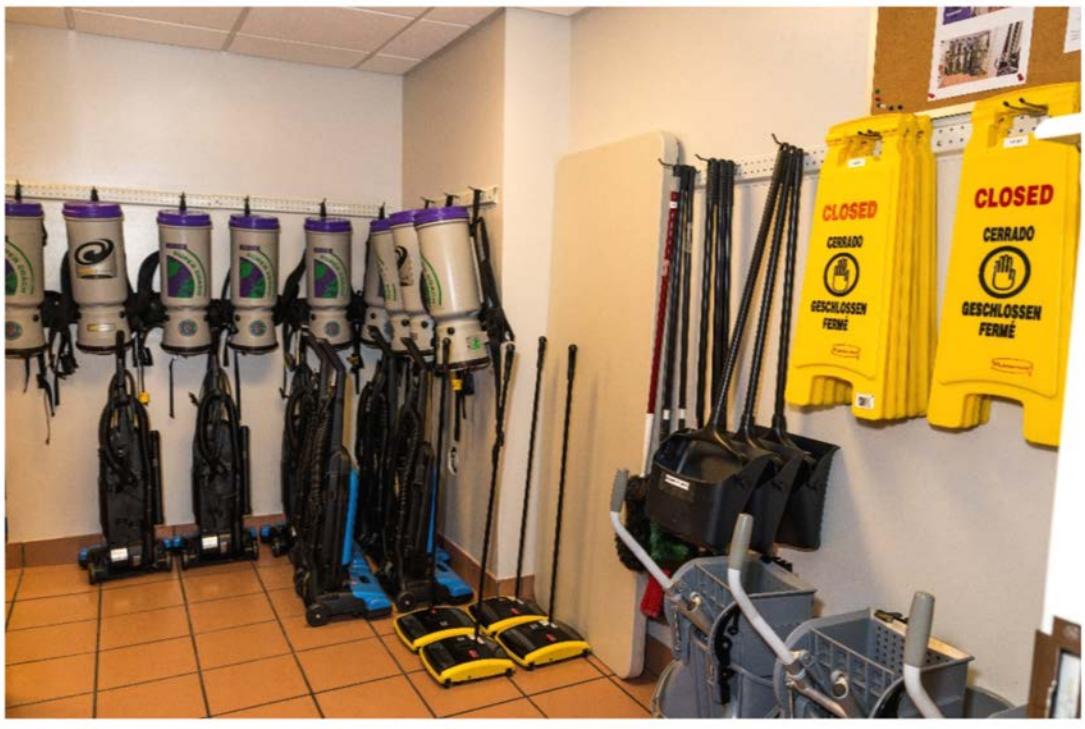


Figure 8 - CS #1 Vacuums and Sweepers



Figure 9 - CS #1 Shelves (Overview)

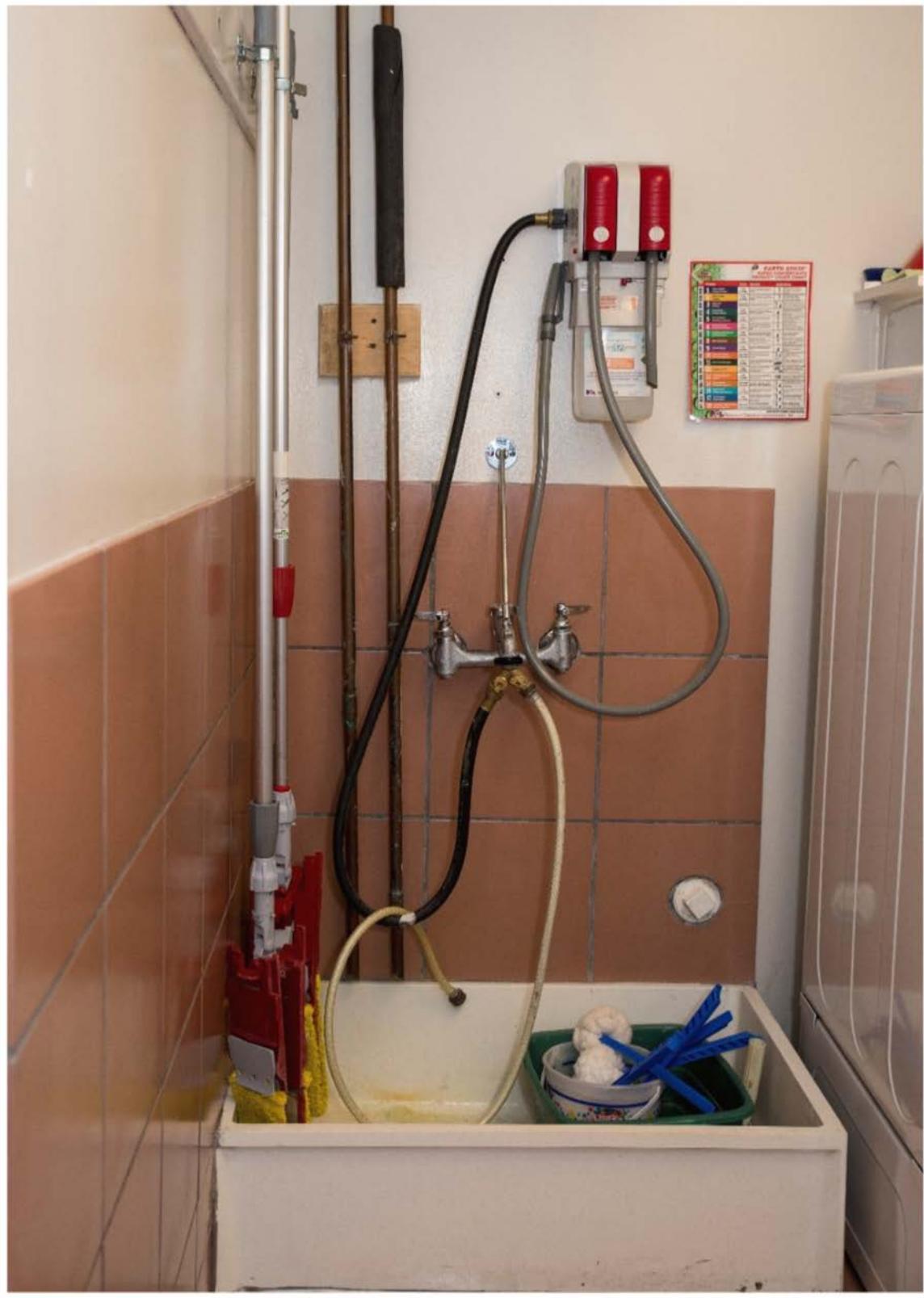


Figure 10 - CS #1 Utility Sink



Figure 11 - CS #1 Vacuums

Cleaning Station #2

This station is located along the West Hallway by the main Women's Restroom.

This station will service all areas highlighted in **BLUE**. These are:

- Main Bathrooms, including the Mother's and Father's Rooms, and hallway,
- Stage,
- Traveling Overseer's and Assembly Overseer's Offices, and adjoining bathroom.

Equipment Inventory

The following equipment should be located in this cleaning station:

Quantity	Item
5	Brooms
4	Closed Signs
2	Dust Pans
3	Mop Buckets, Gray (Cleaning Storage Room)
2	Mop Buckets, Yellow (Cleaning Storage Room)
6	Sweepers
0	Vacuums, Canister
5	Vacuums, Push

Spray Bottle Inventory

The following spray bottles should be located in this cleaning station:

Quantity	Item
7	Spray Bottles, General Purpose Cleaner
2	Spray Bottles, Glass Cleaner
10	Spray Bottles, Restroom Cleaner
4	Spray Bottles, Stainless Steel Cleaner
1	Spray Bottles, Water

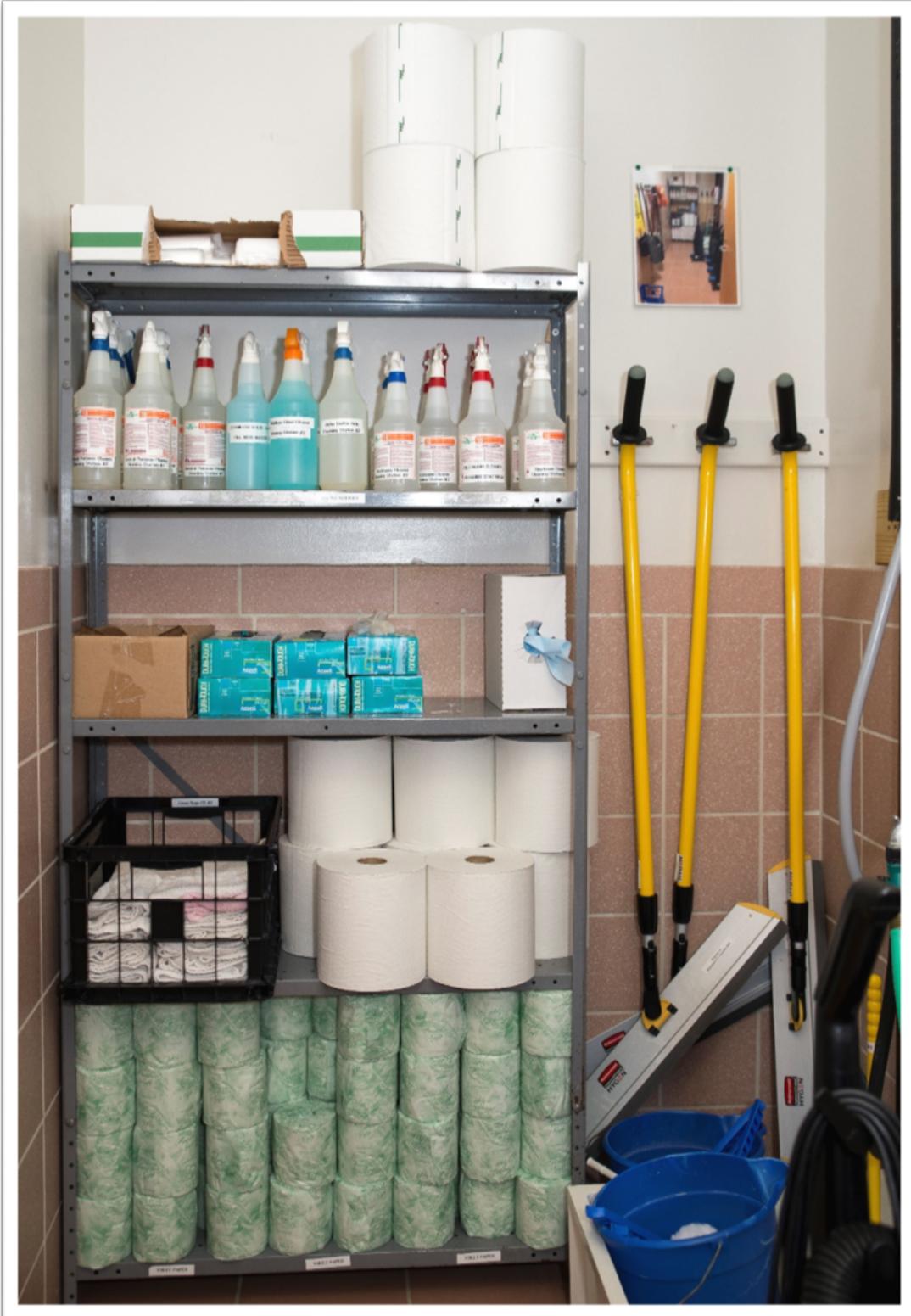


Figure 12 - CS #2 Shelf (Main)

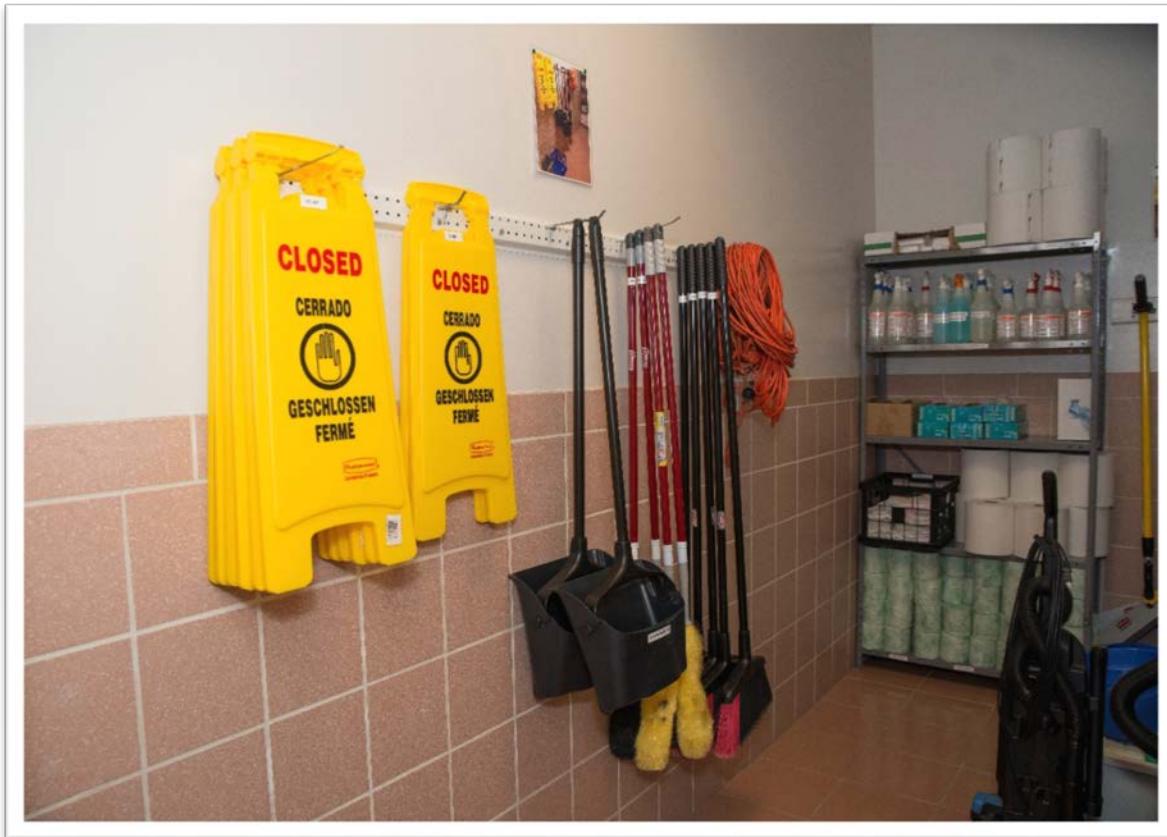


Figure 13 - CS #2 Wall (Main)

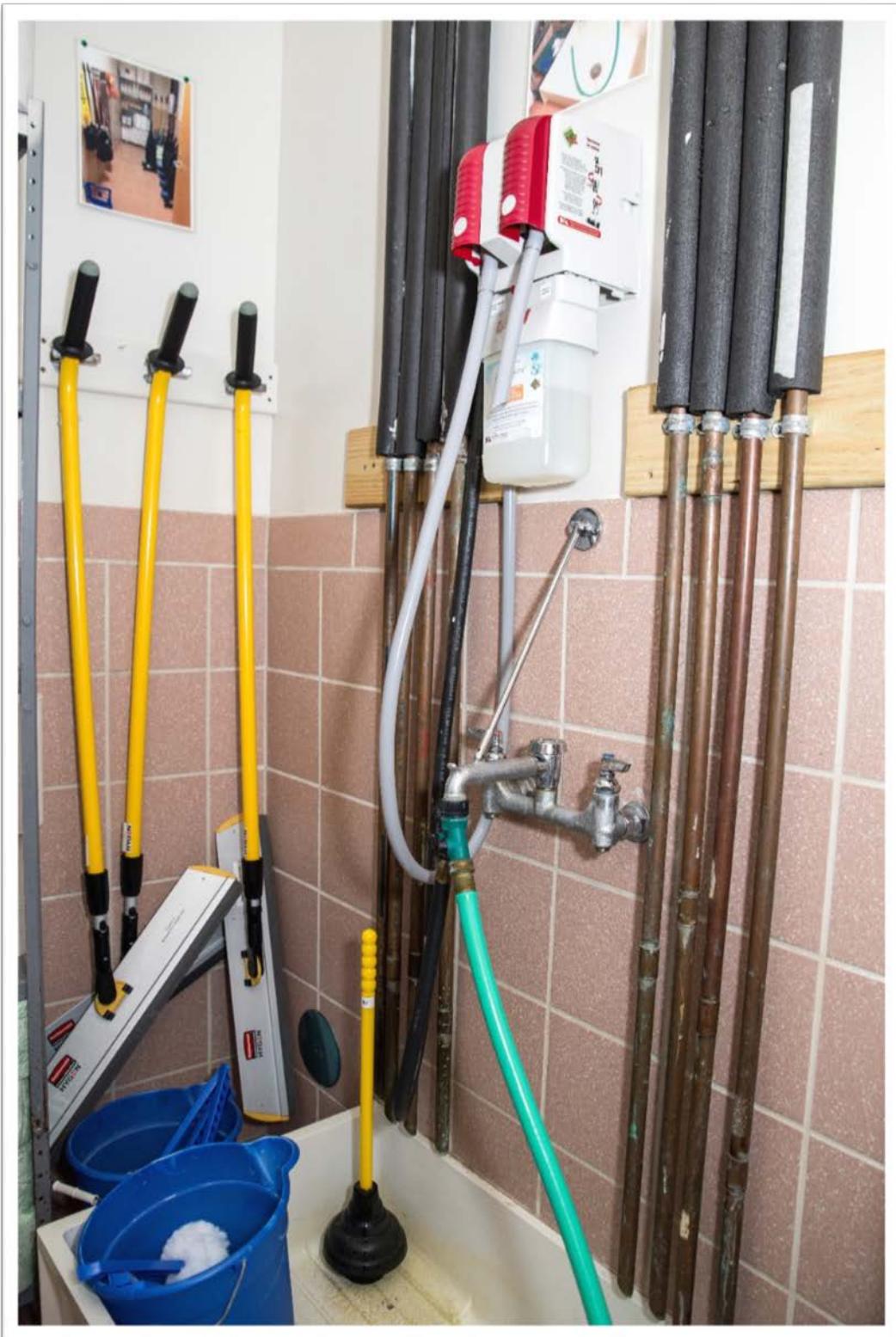


Figure 14 - CS #2 Utility Sink (Main)

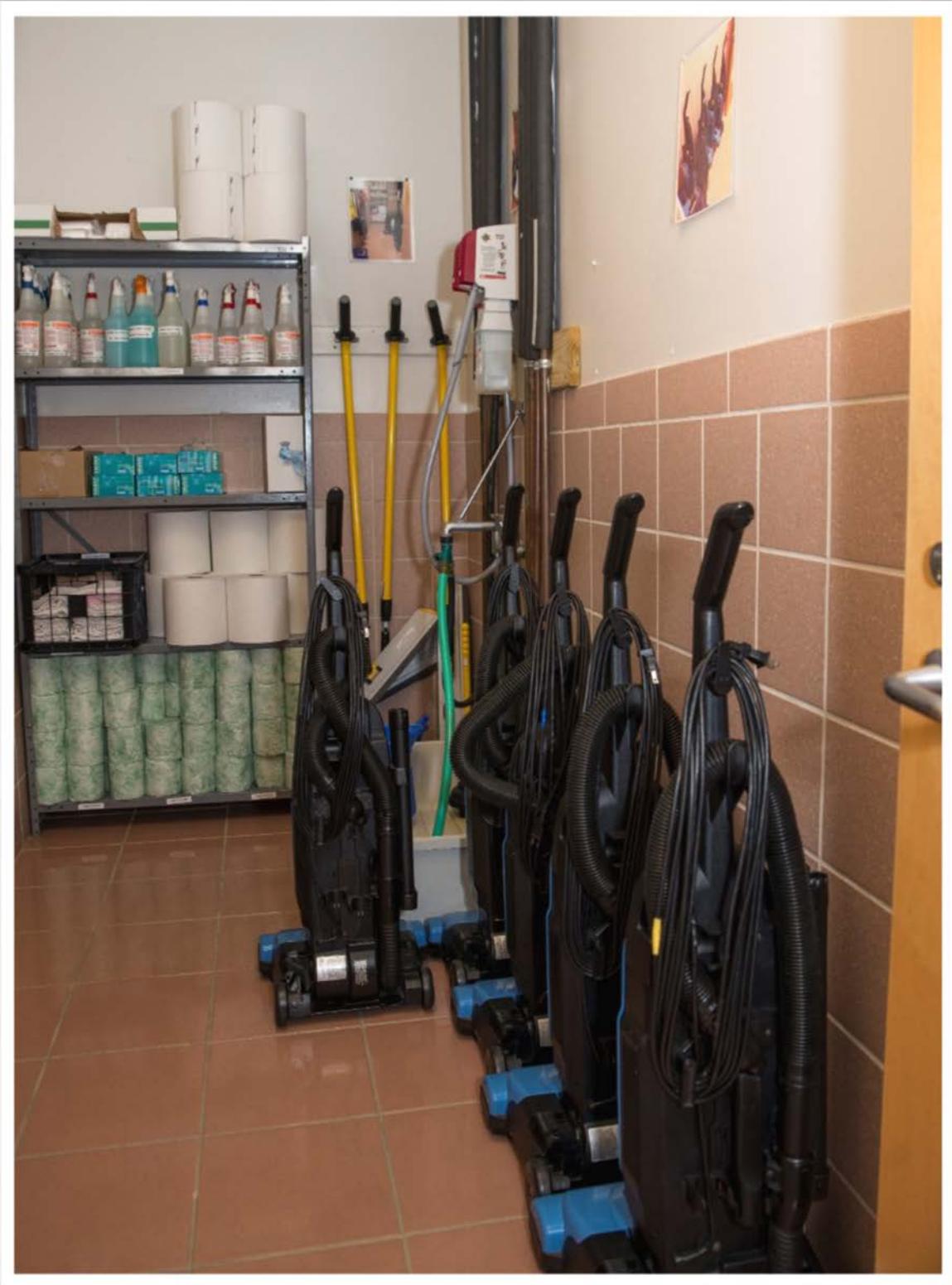


Figure 15 - CS #2 Vacuums (Main)

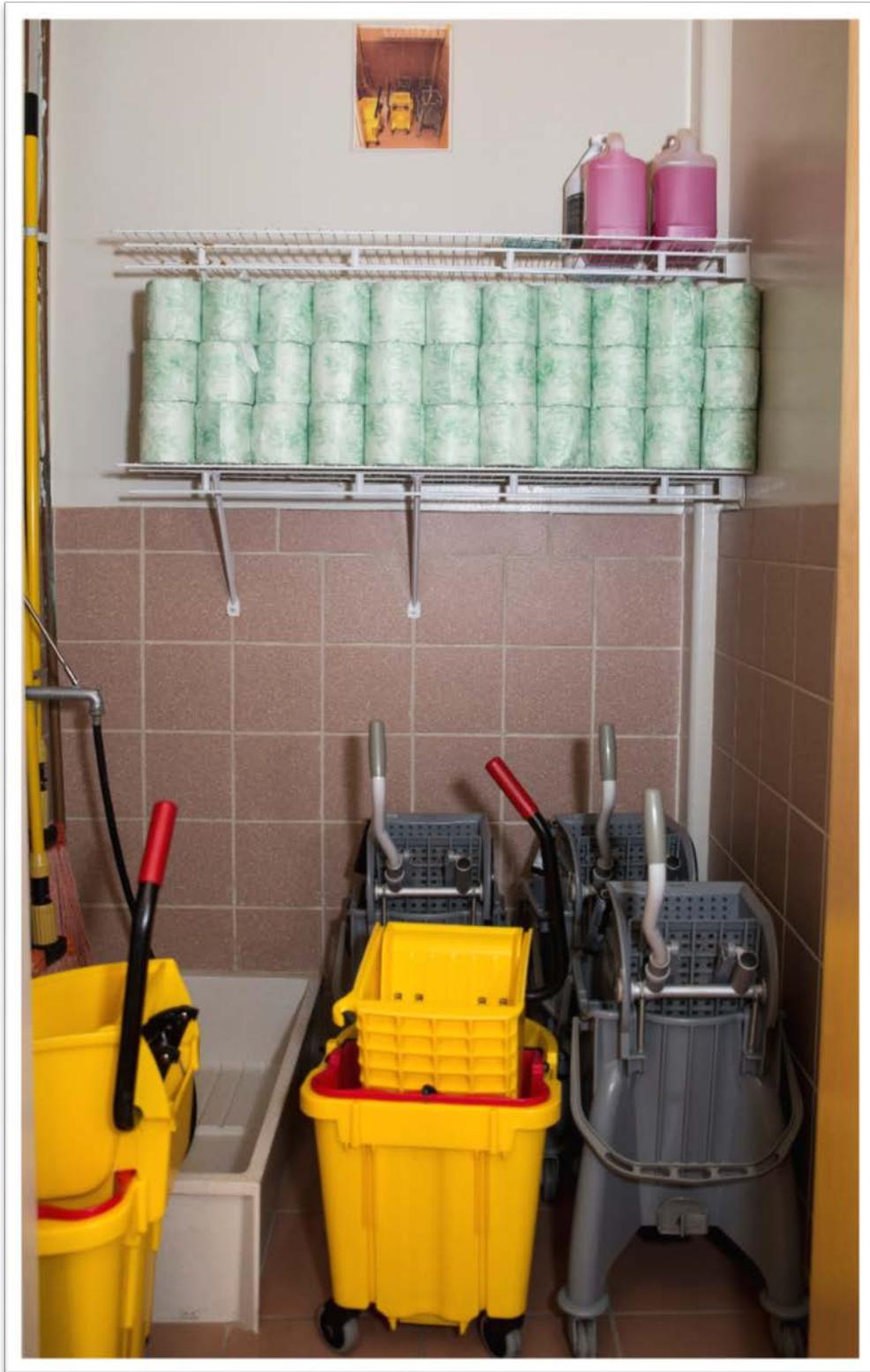


Figure 16 - CS #2 Overview (Auxiliary)

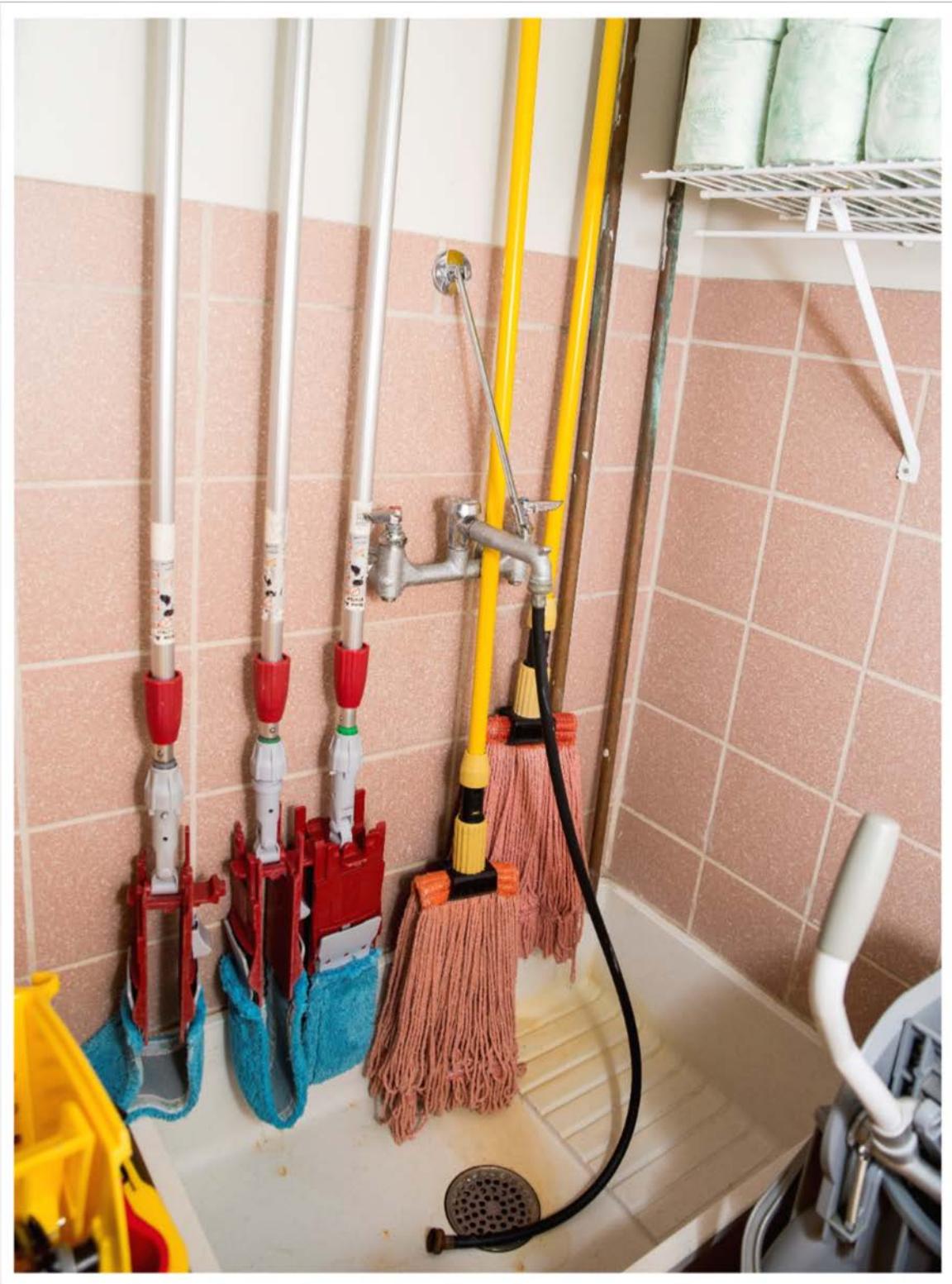


Figure 17 - CS #2 Utility Sink (Auxiliary)

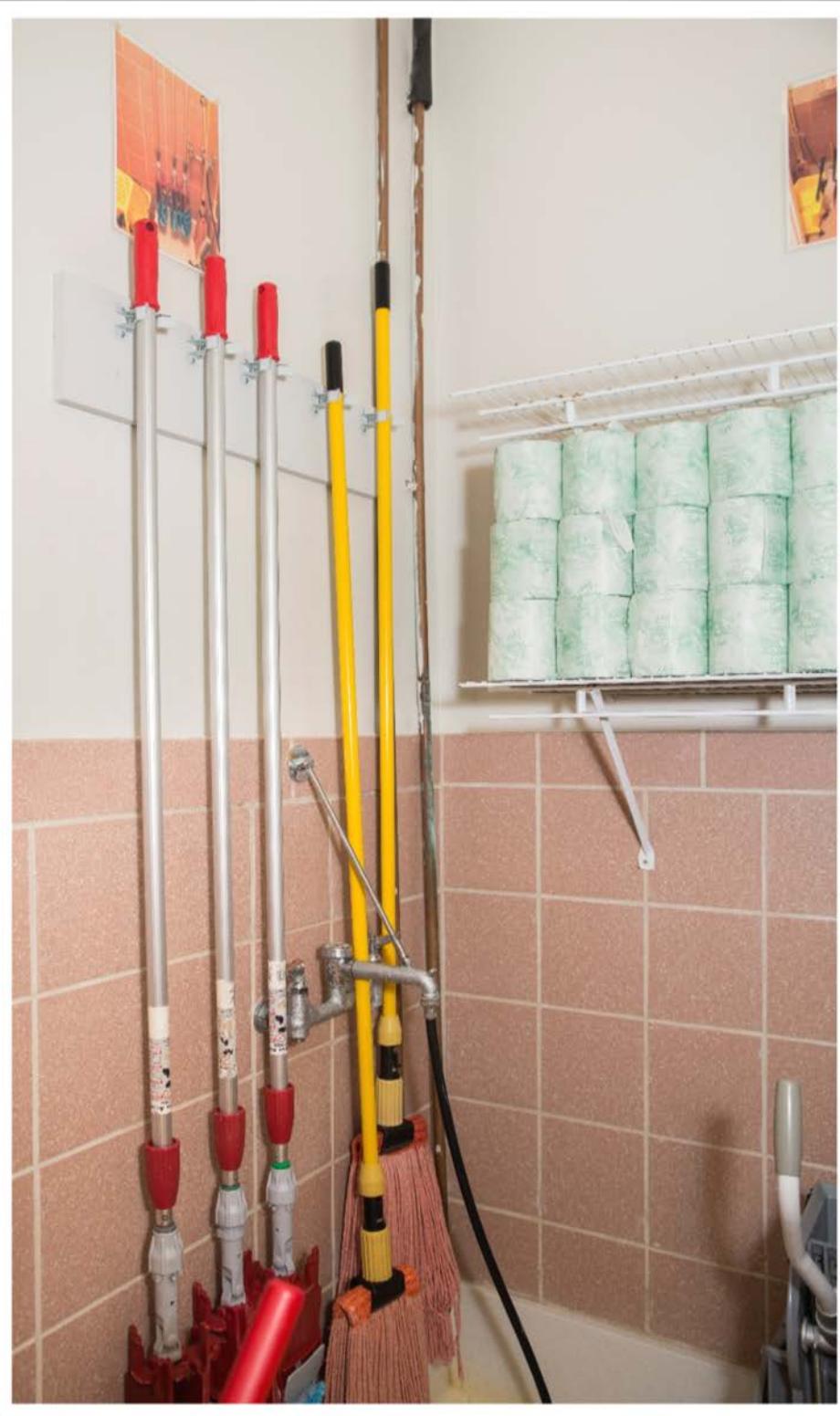


Figure 18 - CS #2 Mops (Auxiliary)

Cleaning Station #3

This station is located by the Dining Room along the South Hallway adjacent to Apartment # 1.

This cleaning station will service all areas highlighted in **RED**. These areas include:

- Dining Room,
- South Hallway located in front of Apartment # 1.

Equipment Inventory

The following equipment should be located in this cleaning station:

Quantity	Item
3	Brooms
6	Closed Signs
3	Dust Pans
2	Mop Buckets, Gray
0	Mop Buckets, Yellow
5	Sweepers
3	Vacuums, Canister
4	Vacuums, Push

Spray Bottle Inventory

The following spray bottles should be located in this cleaning station:

Quantity	Item
15	Spray Bottles, General Purpose Cleaner
0	Spray Bottles, Restroom Cleaner
5	Spray Bottles, Stainless Steel Cleaner
8	Spray Bottles, Trash Receptacle
0	Spray Bottles, Water

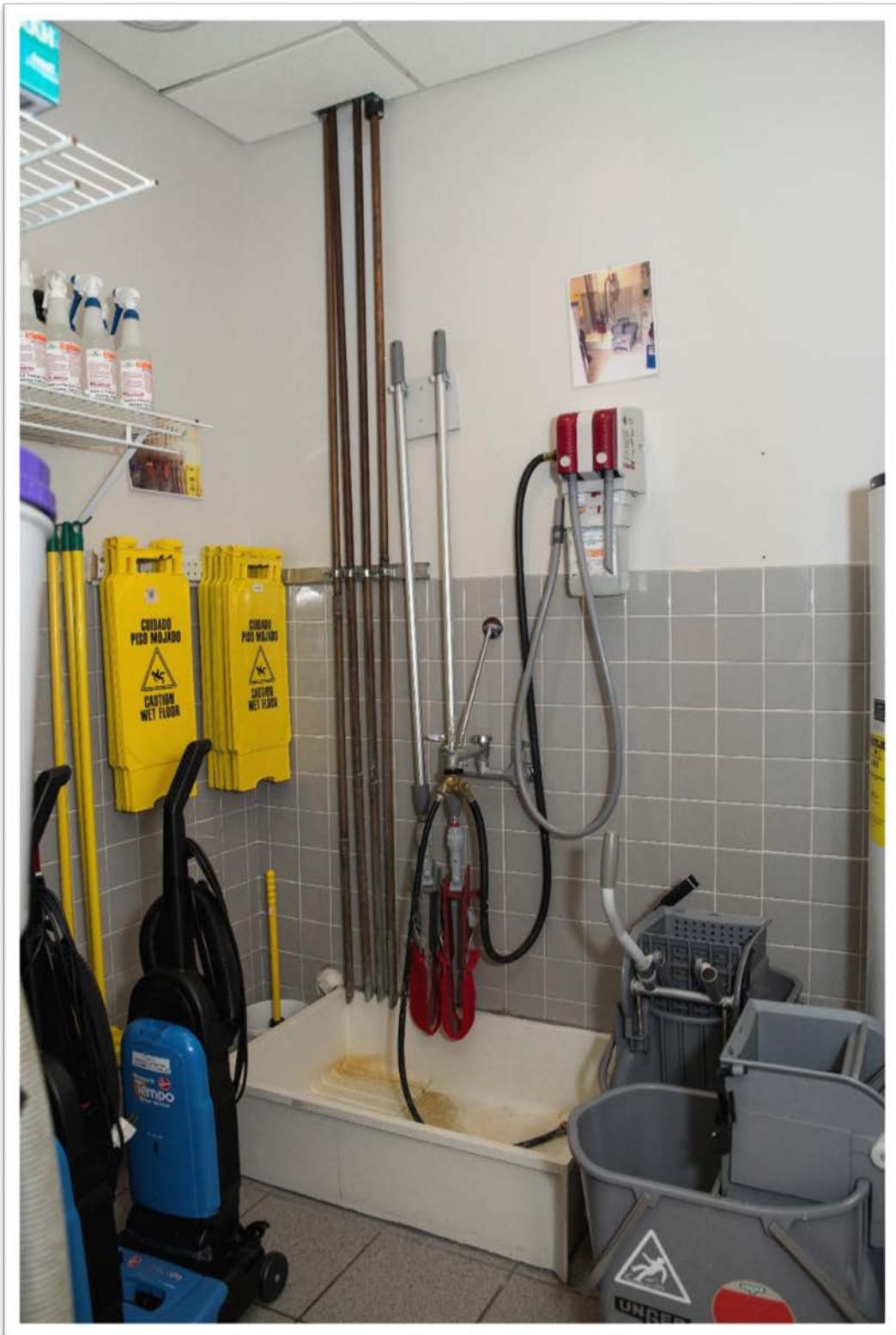


Figure 19 - CS #3 Left View

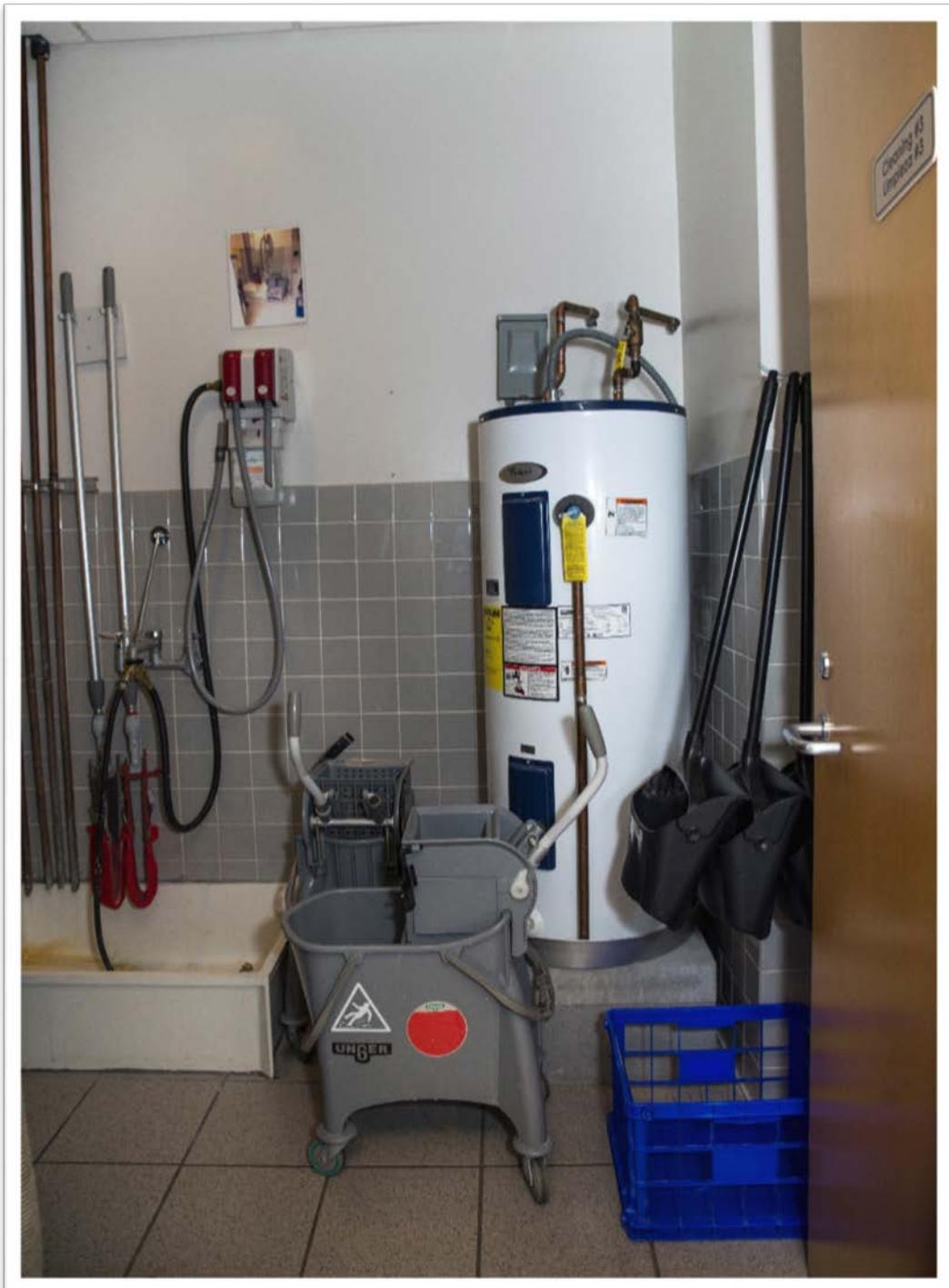


Figure 20 - CS #3 Right View

Cleaning Station #4

This station is located in the East Men's Bathroom.

This cleaning station will service all areas highlighted in **GREEN**. These areas include:

- East Bathrooms,
- Baptism Pool area,
- East Lobby,
- Main Entrance located in the NE vestibule.

Equipment Inventory

The following equipment should be located in this cleaning station:

Quantity	Item
4	Brooms
4	Closed Signs
2	Dust Pans
3	Mop Buckets, Gray
2	Mop Buckets, Yellow
6	Sweepers
0	Vacuums, Canister
4	Vacuums, Push

Spray Bottle Inventory

The following spray bottles should be located in this cleaning station:

Quantity	Item
6	Spray Bottles, General Purpose Cleaner
3	Spray Bottles, Glass Cleaner
8	Spray Bottles, Restroom Cleaner
3	Spray Bottles, Stainless Steel Cleaner
3	Spray Bottles, Water

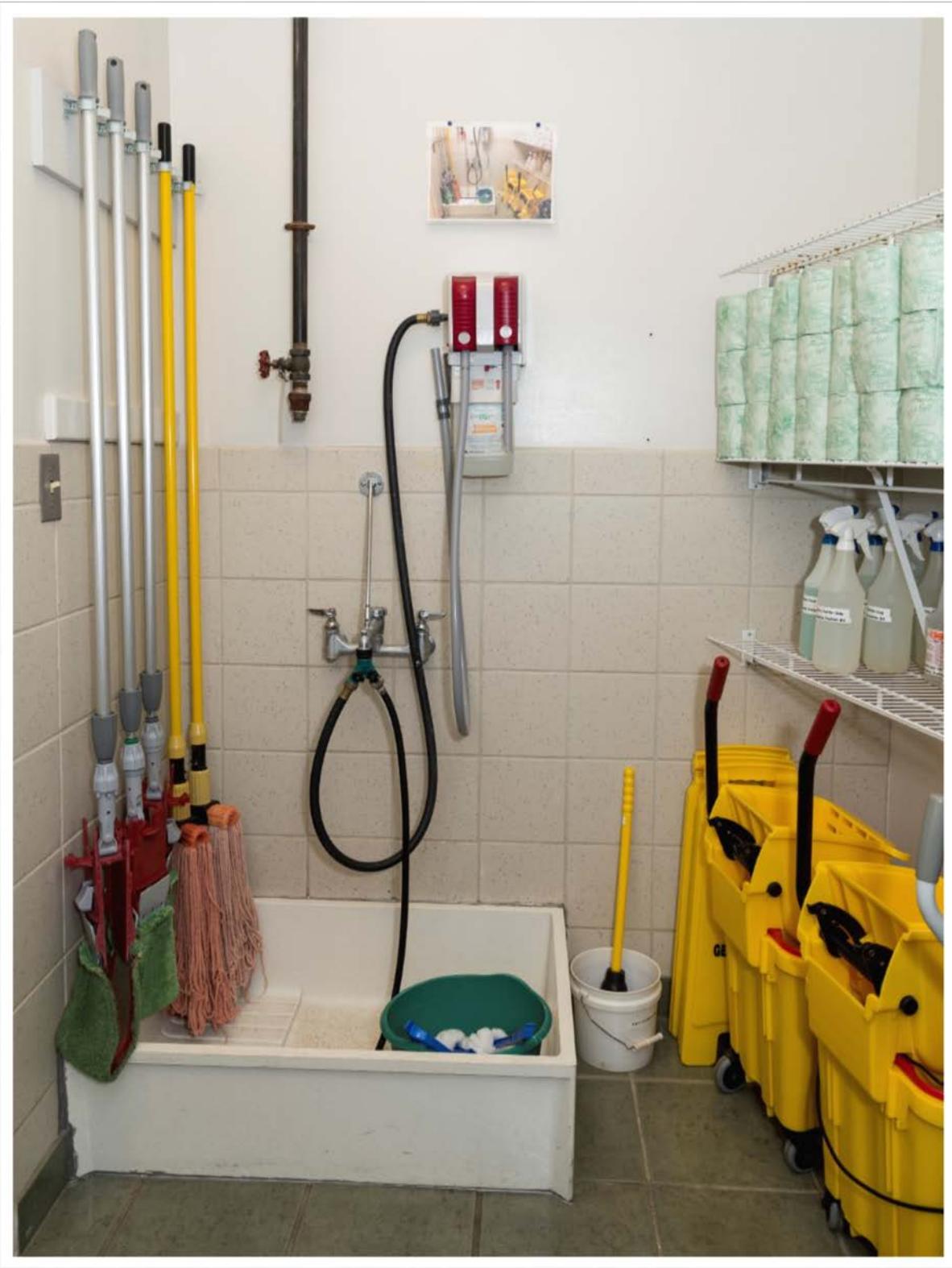


Figure 21 - CS #4 Left

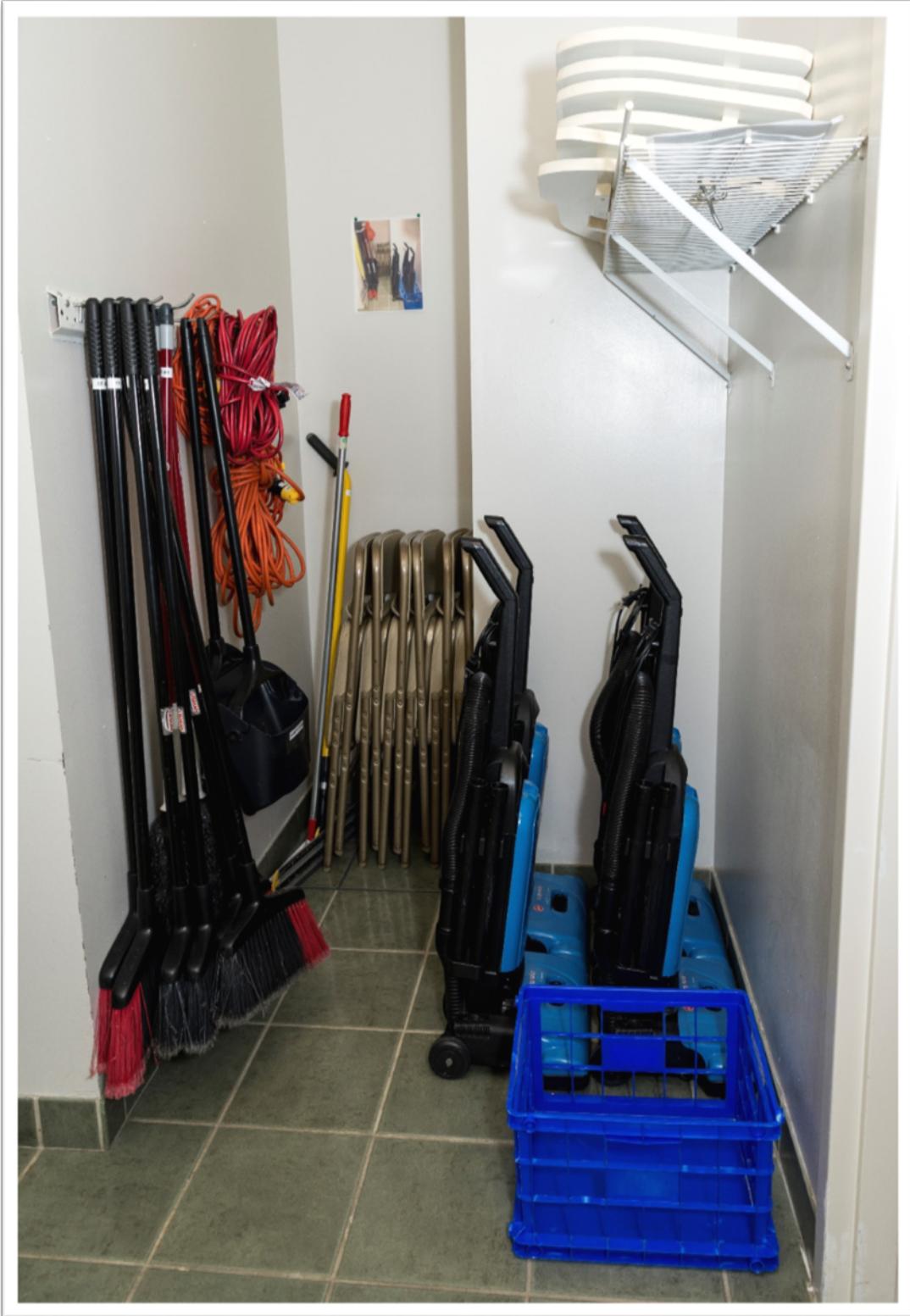


Figure 22 - CS #4 Right



Figure 23 - CS #4 Shelves

Cleaning Station #5

This station is located on the second floor in the Kingdom Hall Lobby area.

This cleaning station will service all areas highlighted in **GRAY**. These areas include:

- Balcony,
- Upstairs Lobby,
- Bathrooms adjacent to the Classroom,
- Bathroom located adjacent to the Assembly Hall Conference Room.

Equipment Inventory

The following equipment should be located in this cleaning station:

Quantity	Item
1	Brooms
1	Closed Signs
0	Dust Pans
1	Mop Buckets, Gray
0	Mop Buckets, Yellow
2	Sweepers
1	Vacuums, Canister
4	Vacuums, Push

Spray Bottle Inventory

The following spray bottles should be located in this cleaning station:

Quantity	Item
4	Spray Bottles, General Purpose Cleaner
2	Spray Bottles, Glass Cleaner
6	Spray Bottles, Liquid Disinfectant
0	Spray Bottles, Restroom Cleaner
5	Spray Bottles, Stainless Steel Cleaner
0	Spray Bottles, Water

IMPORTANT: Please do not use the two black mobile carts. They are reserved for Guest Apartments Housekeeping.

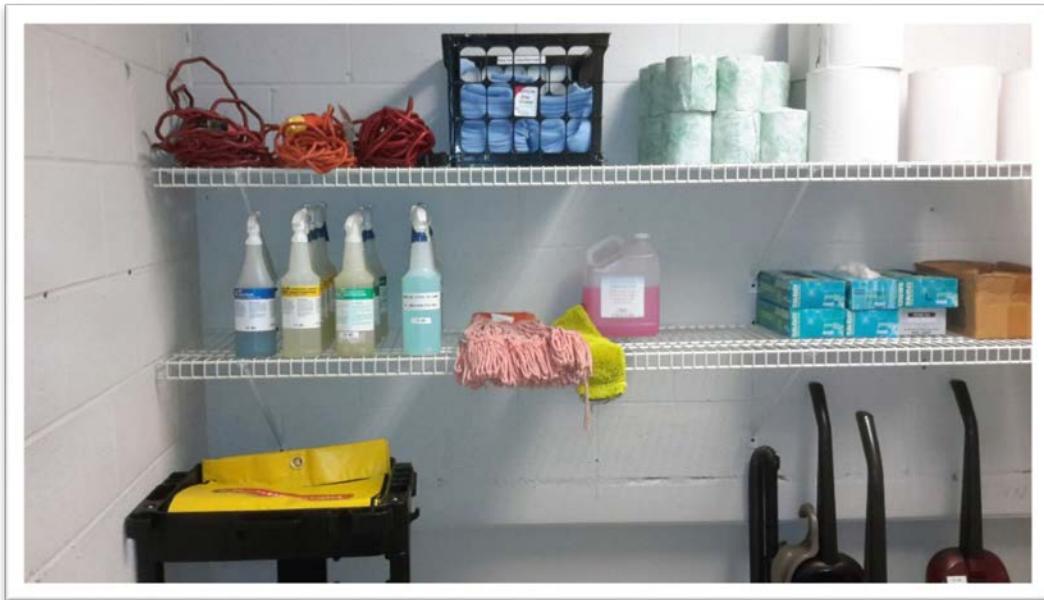


Figure 24 - CS #5 Shelves (Left)



Figure 25 - CS #5 Vacuums

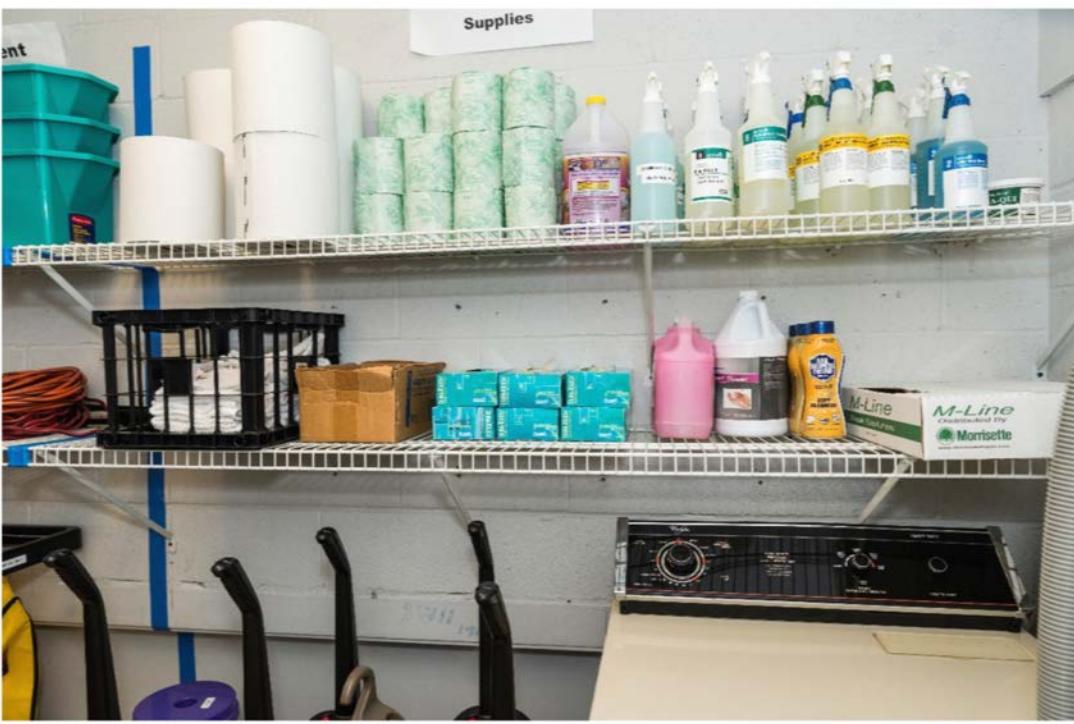


Figure 26 - CS #5 Shelves

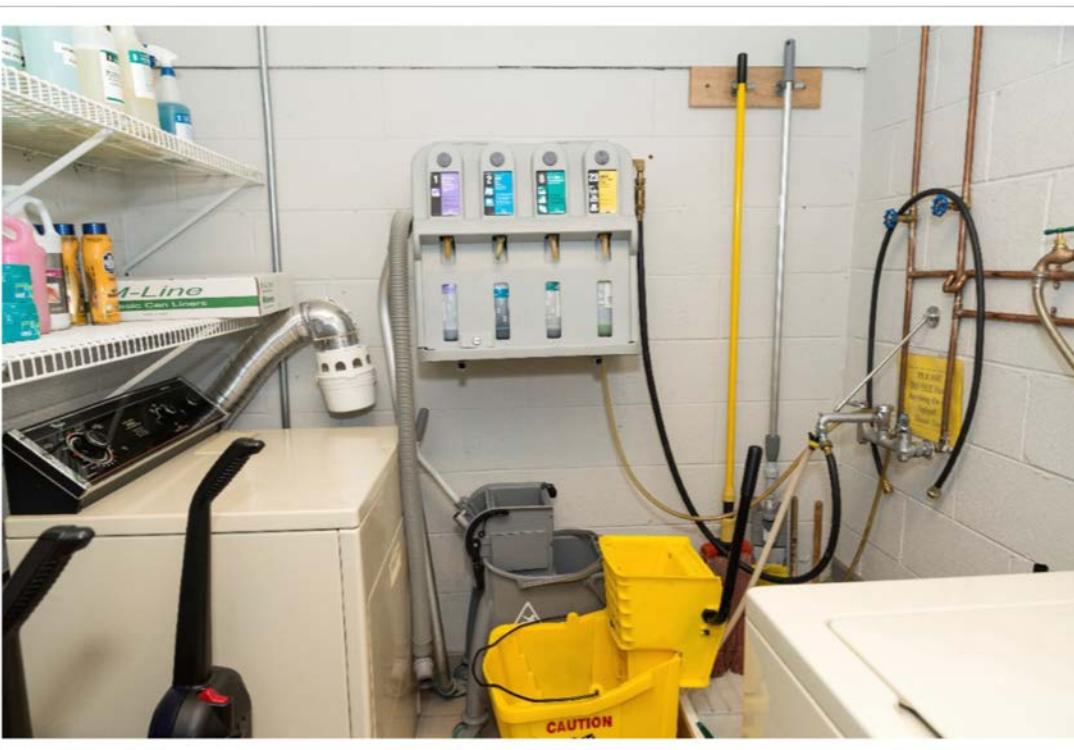


Figure 27 - CS #5 Right

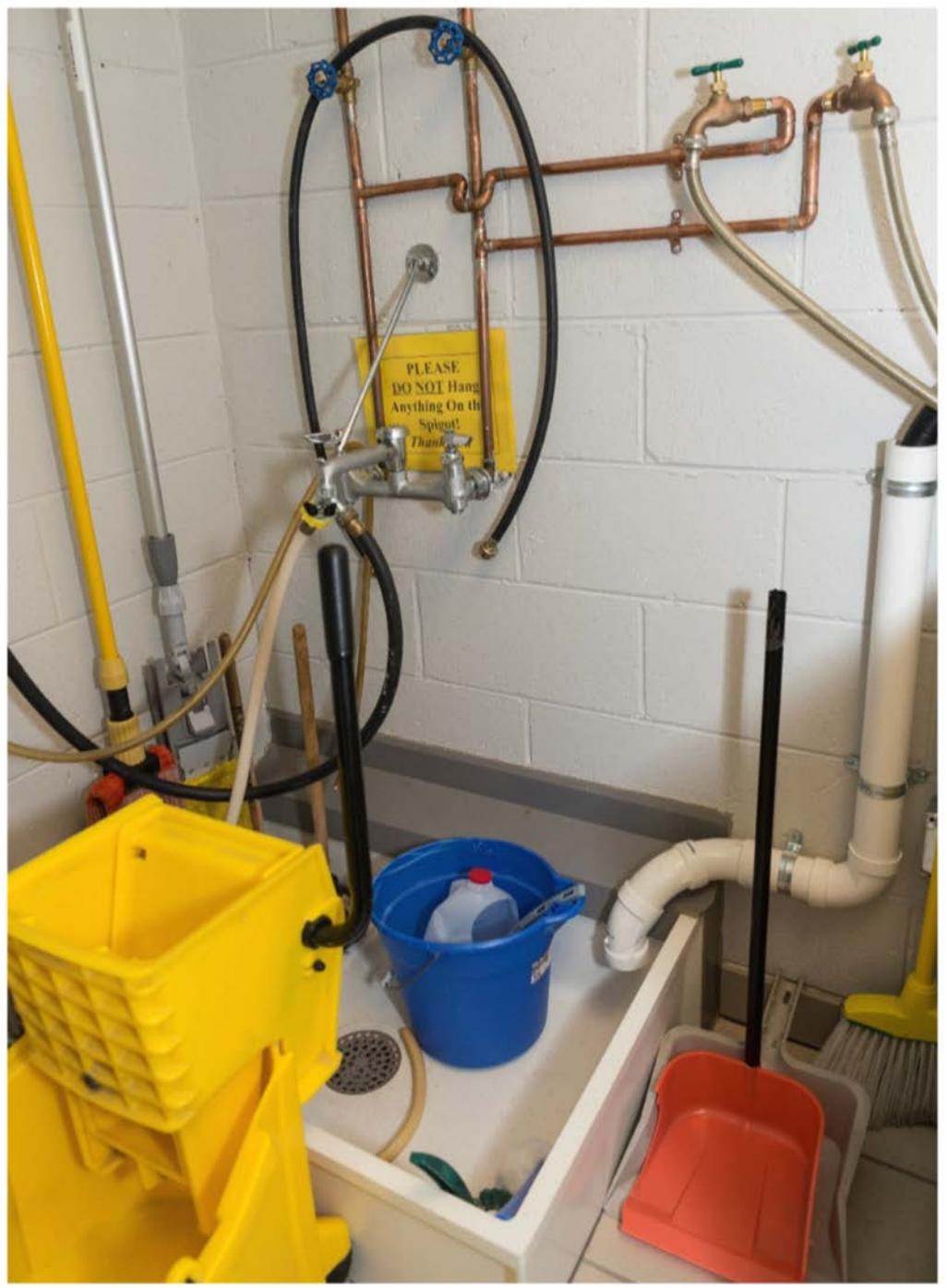


Figure 28 - CS #5 Utility Sink

Storage Closets

Storage Closet #1

This storage closet is located on the West side of the South dining room. It serves as the main storage area for cleaning supplies. **No supplies are to be taken from this area without the permission of the Assembly Hall Overseer On Duty.**

Storage Closet #2

This storage closet is located across from Cleaning Station # 2, inside the Main Women's restroom. This storage room contains all mops, mop buckets, a bottle of Rid Z Odor, as well as additional toilet paper.

Storage Closet #3

This storage closet is located in the NE vestibule adjacent to the East lobby. This storage area contains equipment used by the Parking Department and the large Pacer vacuum cleaner used to sweep the wide isles in the main auditorium.

Mops

Microfiber Mops

These mops are located in Cleaning Stations #1 – 4 and should be used on floor (or wall) tile floors.

IMPORTANT: Please do not use these mops on the restroom floors.

To attach the mop head:

- Collapse the mop holder by pressing the large gray button near the center of the holder,
- Press the spring loaded tab at one end of the holder,
- Place the color-coded microfiber mop head onto the frame (aligning the three holes with the three tabs) and release,
- Repeat for other side



Figure 29 - Microfiber Mop Holder



Figure 30 - Color-Coded Microfiber Mop Heads

String Mops

These mops are located in Cleaning Stations #2 and 4 and should be used on restroom tile floors.

IMPORTANT: Please do not use these mops on surfaces other than the restroom floors.

To attach the mop head:

- Open the clamp by rotating the ring near the mop holder clamp counter-clockwise,
- Insert the fabric end of the mop head into the clamp,
- Close the clamp by rotating the ring near the mop holder clamp clockwise.



Figure 32 - String Mop Holder



Figure 31 - String Mop Head

Dry Dusting Mops

Mops with yellow handles located in Cleaning Stations # 2 & 4 are used on **bathroom tile floors for DRY mopping ONLY**. These mops are designed to pick up leftover hair from damp mopping. Before using these mops, a green microfiber pad must be installed on the bottom of the mop blade (see photos).



Figure 33 - Dry Dusting Mop Holder

To change the mop head:

- Peel off the green microfiber mop,
- Replace with a new green microfiber mop head.



Figure 35 - Dry Dusting Mop (Head Installed)



Figure 34 - Dry Dusting Mop (Head Peeled Off)

Command Centers (CS #1-4)

Each Cleaning Station has a Command Center. The Command Center dispenses pre-mixed chemical solutions for mopping, as well as General Purpose Cleaner, Restroom Cleaner, and Trash Receptacle Cleaner.

The “Y” valves control the flow of water to the Command Station.

When the valves are **perpendicular** to the direction of the hose, the valve is in the **closed** position.

When the valves are **parallel** to the direction of the hose, the valve is in the **open** position.

The **white** hose connected to the “Y” valve discharges **plain water**.

The **black** hose connected to the “Y” valve feeds water to the **Command Station**.



Figure 36 - Cleaning Station Command Center



Figure 37 - Cleaning Station "Y" Valve - Closed Position



Figure 38 - Cleaning Station "Y" Valve - Open Position

The **left** button, with the image of a mop bucket, mixes the “**Mopping Solution.**”

The **right** button, with the image of a spray bottle, mixes the “**General Purpose Cleaner.**”

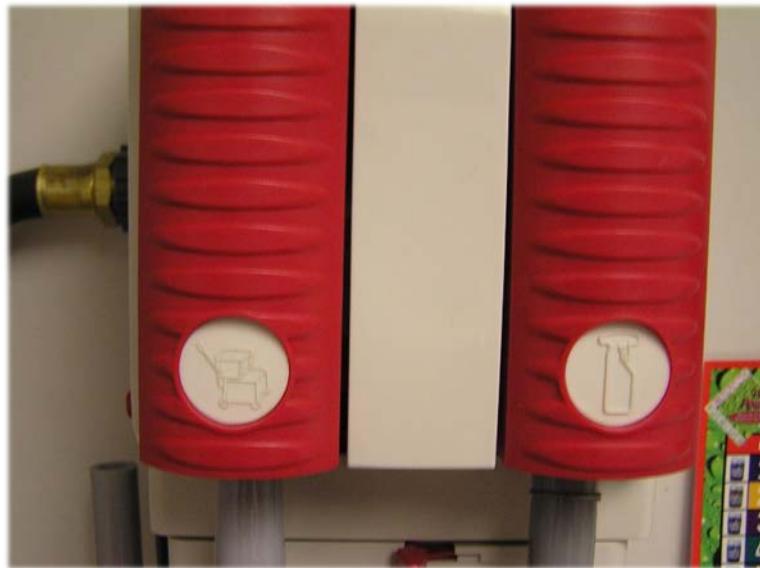


Figure 39 - Cleaning Station Command Center Buttons

IMPORTANT: *Do not stop the flow of water by merely closing the “Y” valve, leaving the faucet valves open. The water faucet handles should always be in the closed position when not in use (see photo).*



Figure 40 - Water Faucet Handles

Zone 1 – Cleaning Instructions

Please use Cleaning Station #1

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Auditorium seating
- Carpet
- Stainless Steel Door (Kick & Push) Plates and Handrails

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

- Using a Water Spray Bottle, dampen a rag. Wipe all seating arm rests and chair backs. Wipe any debris from seat onto floor.
- Using the Back Pack vacuums, clean all carpeted areas.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with the Back Pack vacuums.
- Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 2 – Cleaning Instructions

Please use Cleaning Station #1

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Auditorium seating
- Carpet

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

- Using a Water Spray Bottle, dampen a rag. Wipe all seating arm rests and chair backs. Wipe any debris from seat onto floor.
- Using the Back Pack vacuums, clean all carpeted areas.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with the Back Pack vacuums.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 3 – Cleaning Instructions

Please use Cleaning Station #1

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Auditorium seating
- Carpet
- Stainless Steel Door (Kick & Push) Plates and Handrails

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

- Using a Water Spray Bottle, dampen a rag. Wipe all seating arm rests and chair backs. Wipe any debris from seat onto floor.
- Using the Back Pack vacuums, clean all carpeted areas.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with the Back Pack vacuums.
- Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 4 – Cleaning Instructions

Please use Cleaning Station #1

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- West Lobby floor tile
- West Lobby carpet on steps and ramp
- West Lobby stainless steel handrails, panic bars and door plates
- West Lobby wood door glass panels
- Conference Room seating
- Conference Room carpet
- Conference Room wood door glass panels
- Conference Room stage table
- Classroom Entrance Hallway carpet (steps)
- Classroom Entrance Hallway floor tile

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks, in each category, in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

West Lobby

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe all stainless steel handrails, panic bars, door handles and door plates.
- Using a Water Spray Bottle, dampen a rag. Wipe wood door glass panels.
- Using an Upright Vacuum, clean all carpeted areas.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with an upright vacuum.
- Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- Using a microfiber mop, clean all floor tile.

Conference Room

- Using a Water Spray Bottle, dampen a rag. Wipe all seating arm rests in the Conference Room. Wipe any debris from seat onto floor.
- Using a Water Spray Bottle, dampen a rag. Wipe wood door glass panels.
- Using a General Purpose Cleaner Spray Bottle, dampen a rag. Wipe stage table.
- Using an Upright Vacuum, clean all carpeted areas.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with an upright vacuum.
- Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Classroom Entrance Hallway

- Using a microfiber mop, clean all floor tile.
- Using an Upright Vacuum, clean all landing carpeted areas.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with an upright vacuum.
- Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- Using the Back Pack vacuums, clean all carpeted steps.

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with an upright vacuum.
- Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Carpet

Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.

- Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 5 – Cleaning Instructions

Please use Cleaning Station #2

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Main Women's Restroom
 - Countertops
 - Toilets
 - Partitions
 - Towel Dispensers
 - Sanitary Napkin Holders
 - Floor Tile
 - Mirrors
- Mother's Room
 - Countertops
 - Toilet
 - Towel Dispensers
 - Floor Tile
 - Mirrors

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Wear disposable gloves at all times. If a volunteer is allergic to latex, notify the Cleaning Overseer.

Countertops

- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the sink basin first, then the countertop, then the sink fixture.

Toilets

- Replace empty toilet tissue rolls (*Note: Do not change out partial rolls*)
- Make sure there are 4 spare toilet tissue rolls on each hanger (on partition)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the flush valve.
 - Wipe the toilet seat. (*Note: Leave the seat in the raised position*)
 - Wipe the outside of the toilet bowl.
- Using a Restroom Cleaner Spray Bottle, spray inside the toilet bowl.
- Using a toilet bowl mop, clean inside the bowl and around inner rim of the bowl.

Partitions

- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the partition door handle and latch.
 - Wipe the partition walls.

Towel Dispensers

- Replace any empty paper rolls in hand towels dispenser (*Note: Do not change out partial rolls*)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag and wipe the dispenser handle.
- Using a Stainless Steel Cleaner Spray Bottle, dampen a white rag and clean the outside of the towel dispenser.

Sanitary Napkin Holders

- Check, and restock, all feminine napkin receptacles
- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the inside and outside of all stainless steel sanitary napkin holders.

Floor Tile - Restroom

- Sweep all tile floors with a yellow handle push broom (*Note: located next to the metal shelving in Cleaning Station #2*)
- Mop the floor:
 - Add 2 gallons of clean water to a yellow mop bucket.
 - Add 1 package of Enzyme Magic.
 - Using an orange string mop, mop the floor.

Mirrors

- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the mirrors

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 6 – Cleaning Instructions

Please use Cleaning Station #2

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Main Men's Restroom
 - Countertops
 - Toilets
 - Partitions
 - Towel Dispensers
 - Floor Tile
 - Mirrors
- Father's Room
 - Countertops
 - Toilet
 - Towel Dispensers
 - Floor Tile
 - Mirrors
- West Hallway
 - Carpet
 - Floor Tile

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Wear disposable gloves at all times. If a volunteer is allergic to latex, notify the Cleaning Overseer.

Countertops

- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the sink basin first, then the countertop, then the sink fixture.

Toilets

- Replace empty toilet tissue rolls (*Note: Do not change out partial rolls*)
- Make sure there are 4 spare toilet tissue rolls on each hanger (on partition)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the flush valve.
 - Wipe the toilet seat. (*Note: Leave the seat in the raised position*)
 - Wipe the outside of the toilet bowl.
- Using a Restroom Cleaner Spray Bottle, spray inside the toilet bowl.
- Using a toilet bowl mop, clean inside the bowl and around inner rim of the bowl.

Partitions

- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the partition door handle and latch.
 - Wipe the partition walls.

Towel Dispensers

- Replace any empty paper rolls in hand towels dispenser (*Note: Do not change out partial rolls*)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag and wipe the dispenser handle.
- Using a Stainless Steel Cleaner Spray Bottle, dampen a white rag and clean the outside of the towel dispenser.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Floor Tile - Restroom

- Sweep all tile floors with a yellow handle push broom (*Note: located next to the metal shelving in Cleaning Station #2*)
- Mop the floor:
 - Add 2 gallons of clean water to a yellow mop bucket.
 - Add 1 package of Enzyme Magic.
 - Using an orange string mop, mop the floor.

Floor Tile - Hallway

- Sweep all tile floors with a black handle hand broom (*Note: located next to the metal shelving in Cleaning Station #2*)
- Mop the floor:
 - Add 1 gallon of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Mirrors

- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the mirrors

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 7 – Cleaning Instructions

Please use Cleaning Station #2

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Assembly Overseer's Office
 - Desks
 - Carpet
 - Paper Shredder
 - Trash
- Circuit Overseer's Office
 - Desks
 - Carpet
 - Trash
- Circuit Office Restroom
 - Sink
 - Toilets
 - Towel Dispensers
 - Floor Tile
 - Mirror
- South Hallway
 - Carpet
- Stage
 - Carpet
- Backstage (*Note: Not Baptismal Pool area*)
 - Carpet
 - Table
- Stage Equipment Room
 - Carpet
 - Table

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Wear disposable gloves at all times. If a volunteer is allergic to latex, notify the Cleaning Overseer.

Sink

- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the sink basin first, then the countertop, then the sink fixture.

Toilets

- Replace empty toilet tissue rolls (*Note: Do not change out partial rolls*)
- Make sure there are 4 spare toilet tissue rolls on each hanger (on wall)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the flush valve.
 - Wipe the toilet seat. (*Note: Leave the seat in the raised position*)
 - Wipe the outside of the toilet bowl.
- Using a Restroom Cleaner Spray Bottle, spray inside the toilet bowl.
- Using a toilet bowl mop, clean inside the bowl and around inner rim of the bowl.

Towel Dispensers

- Replace any empty paper rolls in hand towels dispenser (*Note: Do not change out partial rolls*)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag and wipe the dispenser handle.
- Using a Stainless Steel Cleaner Spray Bottle, dampen a white rag and clean the outside of the towel dispenser.

Mirrors

- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the mirrors

Floor Tile

- Sweep all tile floors with a yellow handle push broom (*Note: hanging on the wall in Cleaning Station #2*)
- Mop the floor:
 - Add 1 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Desks & Tables

- Using the General Purpose Cleaner Spray Bottle, dampen a rag. Wipe tables.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 8 – Cleaning Instructions

Please use Cleaning Station #3

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Tables
- Trash Receptacles
- Water Fountain
- Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels
- Carpet
- Floor Tile

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

Tables

- Using the General Purpose Cleaner Spray Bottle, dampen a rag. Wipe tables.

Trash Receptacles

- Remove Trash from trash receptacles. Replace trash can liner. Carry trash to outside dumpster.
Please do not store trash in hallways, corridors or exterior landings.
- Empty and rinse out the contents of the liquid containers from the trash receptacle into the utility sink in the cleaning station.
- Using a Restroom Cleaner Spray Bottle, dampen a rag. Wipe down the surface of the trash receptacles.

Water Fountain

- Using a Stainless Steel Spray Bottle, dampen a rag. Wipe down water fountain.

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the wood door glass panels.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- [Saturday]** Do not pick up tables. Using a Back Pack vacuums, clean all carpeted areas.
 - Stand in one place and use a back and forth motion.
 - Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.
- [Sunday]** Pick up all tables. Using an Upright Vacuum, clean all carpeted areas.
 - Stand in one place and use a back and forth motion.
 - Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Floor Tile

- Sweep all tile floors with a yellow handle broom (*Note: hanging on the wall in Cleaning Station #3*)
- Mop the floor:
 - Add 1 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 9 – Cleaning Instructions

Please use Cleaning Station #3

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Tables
- Door
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels
- Carpet
- Floor Tile

Volunteers

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- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

- Using a Stainless Steel Spray Bottle, dampen a rag. Wipe all stainless steel door panic bars, door handles and door plates.
- Using a Water Spray Bottle, dampen a rag. Wipe wood door glass panels.

Tables

- Using the General Purpose Cleaner Spray Bottle, dampen a rag. Wipe tables.

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the wood door glass panels.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- [Saturday]** Do not pick up tables. Using a Back Pack vacuums, clean all carpeted areas.
 - Stand in one place and use a back and forth motion.
 - Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.
- [Sunday]** Pick up all tables. Using an Upright Vacuum, clean all carpeted areas.
 - Stand in one place and use a back and forth motion.
 - Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Floor Tile

- Sweep all tile floors with a yellow handle broom (*Note: hanging on the wall in Cleaning Station #3*)
- Mop the floor:
 - Add 1 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 10 – Cleaning Instructions

Please use Cleaning Station #3

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Tables
- Trash Receptacles
- Water Fountain
- Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels
- Carpet
- Floor Tile

Volunteers

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- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

- Using a Stainless Steel Spray Bottle, dampen a rag. Wipe all stainless steel door panic bars, door handles and door plates.
- Using a Water Spray Bottle, dampen a rag. Wipe wood door glass panels.

Tables

- Using the General Purpose Cleaner Spray Bottle, dampen a rag. Wipe tables.

Trash Receptacles

- Remove Trash from trash receptacles. Replace trash can liner. Carry trash to outside dumpster.
Please do not store trash in hallways, corridors or exterior landings.
- Empty and rinse out the contents of the liquid containers from the trash receptacle into the utility sink in the cleaning station.
- Using a Restroom Cleaner Spray Bottle, dampen a rag. Wipe down the surface of the trash receptacles.

Water Fountain

- Using a Stainless Steel Spray Bottle, dampen a rag. Wipe down water fountain.

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the wood door glass panels.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- [Saturday]** Do not pick up tables. Using a Back Pack vacuums, clean all carpeted areas.
 - Stand in one place and use a back and forth motion.
 - Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.
- [Sunday]** Pick up all tables. Using an Upright Vacuum, clean all carpeted areas.
 - Stand in one place and use a back and forth motion.
 - Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Floor Tile

- Sweep all tile floors with a yellow handle broom (*Note: hanging on the wall in Cleaning Station #3*)
- Mop the floor:
 - Add 2 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 11 – Cleaning Instructions

Please use Cleaning Station #4

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- East Men's Restroom
 - Countertops
 - Toilets
 - Partitions
 - Towel Dispensers
 - Floor Tile
 - Mirrors
 - Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
- East Women's Restroom
 - Countertops
 - Toilets
 - Partitions
 - Towel Dispensers
 - Sanitary Napkin Holders
 - Floor Tile
 - Mirrors
 - Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates

- Baptism Area
 - Hallway Floor Tile
 - Pool Area Floor Tile
 - Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels

Volunteers

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- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Wear disposable gloves at all times. If a volunteer is allergic to latex, notify the Cleaning Overseer.

Countertops

- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the sink basin first, then the countertop, then the sink fixture.

Toilets

- Replace empty toilet tissue rolls (*Note: Do not change out partial rolls*)
- Make sure there are 4 spare toilet tissue rolls on each hanger (on partition)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the flush valve.
 - Wipe the toilet seat. (*Note: Leave the seat in the raised position*)
 - Wipe the outside of the toilet bowl.
- Using a Restroom Cleaner Spray Bottle, spray inside the toilet bowl.
- Using a toilet bowl mop, clean inside the bowl and around inner rim of the bowl.

Partitions

- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the partition door handle and latch.
 - Wipe the partition walls.

Towel Dispensers

- Replace any empty paper rolls in hand towels dispenser (*Note: Do not change out partial rolls*)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag and wipe the dispenser handle.
- Using a Stainless Steel Cleaner Spray Bottle, dampen a white rag and clean the outside of the towel dispenser.

Sanitary Napkin Holders

- Check, and restock, all feminine napkin receptacles
- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the inside and outside of all stainless steel sanitary napkin holders.

Floor Tile - Restroom

- Sweep all tile floors with a yellow handle push broom (*Note: located next to the metal shelving in Cleaning Station #4*)
- Mop the floor:
 - Add 2 gallons of clean water to a yellow mop bucket.
 - Add 1 package of Enzyme Magic.
 - Using an orange string mop, mop the floor.

Floor Tile – Hallway & Pool Area

- Sweep all tile floors with a black handle hand broom (*Note: located next to the metal shelving in Cleaning Station #2*)
- Mop the floor:
 - Add 2 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Mirrors

- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the mirrors

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the wood door glass panels.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 12 – Cleaning Instructions

Please use Cleaning Station #4

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

Please do not clean the Display Cases.

- East Lobby floor tile
- East Lobby carpet (including steps to Auditorium)
- Wood Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels
- Glass Entrance Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Glass Panels
- Water Fountain
- Attendant Counter

Volunteers

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- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks, in each category, in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

Floor Tile

- Sweep all tile floors with a yellow handle broom (*Note: hanging on the wall in Cleaning Station #4*)
- Mop the floor:
 - Add 2 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the door glass panels.

Water Fountain

- Using a Stainless Steel Spray Bottle, dampen a rag. Wipe down water fountain.

Counter

- Using the General Purpose Cleaner Spray Bottle, dampen a rag. Wipe tables.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 13 – Cleaning Instructions

Please use Cleaning Station #1

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

Note: The First Aid department will handle the cleaning of the First Aid Office.

- North Hallway
 - Carpet (*Note: adjacent to the Coat Room*)
 - Floor tile (*Note: in front of the Coat Room*)
- Coat Room
 - Carpet
 - Counter
- North Lobby
 - Carpet
 - Floor Tile
- Wood Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels
- Glass Entrance Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Glass Panels
 - Elevator Stainless Steel Door

Volunteers

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- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks, in each category, in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Floor Tile

- Sweep all tile floors with a black handle broom (*Note: hanging on the wall in Cleaning Station #1*)
- Mop the floor:
 - Add 2 gallons of cleaning solution, from the command center, in to a gray mop bucket.
 - Using a microfiber mop, clean all floor tile.

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the Stainless Steel Elevator door.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the door glass panels.

Counter

- Using the General Purpose Cleaner Spray Bottle, dampen a rag. Wipe tables.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 14 – Cleaning Instructions

Please use Cleaning Station #5

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Upstairs Lobby
 - Carpet
 - Elevator Stainless Steel Door
- Men's Restroom
 - Sink
 - Toilets
 - Towel Dispensers
 - Floor Tile
 - Mirror
- Women's Restroom
 - Sink
 - Toilets
 - Partition
 - Towel Dispensers
 - Floor Tile
 - Mirror
- Handicap Restroom
 - Sink
 - Toilets
 - Towel Dispensers
 - Floor Tile
 - Mirror
- Sound Booth Hallway
 - Carpet

- Wood Doors
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels

Volunteers

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- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Wear disposable gloves at all times. If a volunteer is allergic to latex, notify the Cleaning Overseer.

Carpet

- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with an upright vacuum.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

Sinks / Countertops

- Using a Restroom Cleaner Spray Bottle, dampen a white rag. Wipe the sink basin first, then the countertop, then the sink fixture.

Toilets

- Replace empty toilet tissue rolls (*Note: Do not change out partial rolls*)
- Make sure there are 4 spare toilet tissue rolls on each hanger (on partition)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the flush valve.
 - Wipe the toilet seat. (*Note: Leave the seat in the raised position*)
 - Wipe the outside of the toilet bowl.
- Using a Restroom Cleaner Spray Bottle, spray inside the toilet bowl.
- Using a toilet bowl mop, clean inside the bowl and around inner rim of the bowl.

Partitions

- Using a Restroom Cleaner Spray Bottle, dampen a white rag:
 - Wipe the partition door handle and latch.
 - Wipe the partition walls.

Towel Dispensers

- Replace any empty paper rolls in hand towels dispenser (*Note: Do not change out partial rolls*)
- Using a Restroom Cleaner Spray Bottle, dampen a white rag and wipe the dispenser handle.
- Using a Stainless Steel Cleaner Spray Bottle, dampen a white rag and clean the outside of the towel dispenser.

Floor Tile - Restroom

- Sweep all tile floors with a yellow handle push broom (*Note: located next to the metal shelving in Cleaning Station #2*)
- Mop the floor:
 - Add 2 gallons of clean water to a yellow mop bucket.
 - Add 1 package of Enzyme Magic.
 - Using an orange string mop, mop the floor.

Mirrors

- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the mirrors

Doors

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.
- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the Stainless Steel Elevator door.
- Using a Glass Cleaner Spray Bottle, dampen a white rag and wipe the door glass panels.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone 15 – Cleaning Instructions

Please use Cleaning Station #5

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Balcony seating
- Carpet
- Stainless Steel Door (Kick & Push) Plates and Handrails
- Wood Doors
 - Stainless Steel panic bars,
 - Stainless Steel door handles,
 - Stainless Steel door plates
 - Wood door glass panels

Volunteers

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- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Please perform the cleaning tasks in the order listed. The cleaning solution should be applied to the applicator. **Never apply directly on the surface.**

- Using a Water Spray Bottle, dampen a rag. Wipe all seating arm rests and chair backs. Wipe any debris from seat onto floor.
- Using the Back Pack vacuums, clean all carpeted areas.
- Before vacuuming, visually inspect the vacuum and power cord for any signs of damage. Be certain that the switch is in the OFF position before plugging the power cord into the wall receptacle. Never jerk the plug out of the wall receptacle by pulling the cord.
 - Clean the carpet with the Back Pack vacuums.
 - Stand in one place and use a back and forth motion.

IMPORTANT: Be mindful of the cord as you move about. Be alert not to create a tripping hazard. Stop and unplug the cord before you reach the limit of the cord.

- Using a Stainless Steel Spray Bottle, dampen a rag. With a rubbing motion, wipe the door push plates, kick plates and handrails.

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- Remove any personal items that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Zone Exterior – Cleaning Instructions

Please use Cleaning Station #4

IMPORTANT: The Cleaning Captain should ensure that all volunteers are working safely and are following the cleaning procedures.

What to Clean

- Sidewalks
- Parking Lot
- Patio
- Planters

Volunteers

- Volunteers must be at least 16 years old to serve alone; otherwise, they must serve in an assignment appropriate to their age and experience with a parent or an adult.**
- Sisters, unbaptized publishers, and undocumented aliens should not be used in positions of oversight or to give direction to others.
- Volunteers should be conservative when using restroom cleaning supplies.

How to Clean

Wear disposable gloves at all times. If a volunteer is allergic to latex, notify the Cleaning Overseer.

Sidewalks

- Walk all exterior sidewalks and pick up any trash found
- Using brooms designated for **OUTDOOR USE**, sweep away any debris outside of entrance/exit doors
- Ensure that floor mats are properly positioned in front of the door
- At the end of the day, remove any personal items (i.e. umbrellas) that were left behind and take them to Lost & Found

Parking Lot

- Walk the interior fence line and pick up any trash found
- Walk the parking lot and pick up any trash found

Patio

- Walk patio area outside of the Dining Room and pick up any trash found

Planters

- Visually inspect the Planters and pick up any trash found

Before Calling for the Inspection

- Return all supplies and equipment to the cleaning station
- At the end of the day, remove any personal items (i.e. umbrellas) that were left behind and take them to Lost & Found
- Visually inspect your assigned area
- The Cleaning Captain should notify the Cleaning Overseer when the assignment has been completed and ready for inspection.

Trash Disposal

- Trash receptacles are located throughout the Dining Room, in each office and all restrooms.
- The Assembly Hall has a commercial dumpster located behind the facility, adjacent to the rear loading dock.
- Trash should be placed in the dumpster. Do not overfill the dumpster. Any excess trash can be stored in the Literature Depot. See the Assembly Hall Overseer On Duty to gain access to the Literature Depot.
- No trash should be stored on landings and hallways inside or outside of building.
- The Assembly Hall does not have a recycling program in place. Please dispose of all aluminum cans.
- When transporting bags of trash, be certain that the bag is not leaking.

Cleaning Overseer's Final Checklist

Zone 1

Auditorium

- Is the area generally clean?
- No personal items left

Zone 2

Auditorium

- Is the area generally clean?
- No personal items left

Zone 3

Auditorium

- Is the area generally clean?
- No personal items left

Zone 4

Elder's Conference Room

- All stage equipment put away (i.e. microphones & cords)
 - All circuit papers removed
 - No personal items left
 - Is the area generally clean?
- Cleaning Station #1**
- All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **YELLOW** mop heads are used
 - All mop buckets returned empty and clean; verify they were returned to correct cleaning station
 - All faucets OFF
 - Spray bottles sorted by type; verify they were returned to correct cleaning station
 - All **CLOSED** signs returned

- [Saturday] **Black** crate with clean rags
REPLACED with NEW **Black** crate from Cleaning Station #1

- [Sunday] **Black** crate with clean rags
RETURNED to Cleaning Station #1

- Dirty rags & mop heads in **Blue** crates
RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

- All RADIOS returned; powered OFF; properly seated in charging stand (**RED** charging indicator ON)
- Trash can empty
- Is the area generally clean?

Zone 5

Main Women's Restroom

- Spare toilet tissue rolls per stall
- Toilet seats raised?
- [Women's] Wax lined bags installed in dispensers
- Mirror clean?
- Trash emptied?
- Is the area generally clean?

Cleaning Station #2

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **BLUE** mop heads are used
 - [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
 - [] All faucets OFF
 - [] Spray bottles sorted by type; verify they were returned to correct cleaning station
 - [] All **CLOSED** signs returned
 - [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
 - [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
 - [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)
- Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!**

[] Trash can empty

[] Is the area generally clean?

Zone 6

Main Men's Restroom

- [] Spare toilet tissue rolls per stall
- [] Toilet seats raised?
- [] Mirror clean?
- [] Trash emptied?
- [] Is the area generally clean?
- [] Lights OFF

Zone 7

Circuit Offices

- [] Carpet vacuumed
- [] All trash cans empty
- [] Is the area generally clean?

Circuit Restroom

- [] Trash can empty
- [] Is the area generally clean?

Stage

- [] All stage equipment put away (i.e. microphones, cords & chairs)
- [] Carpet vacuumed
- [] Chairs aligned properly
- [] No personal items left
- [] Trash can empty
- [] Is the area generally clean?
- [] Stage lighting OFF
- [] Side room lights OFF

Zone 8

Dining Room

- [] All trash cans empty
- [] All trash cans with new bags
- [] Liquid dispensers clean and empty
- [] Metal rim of liquid dispensers clean
- [] Tables down and spaced properly
- [] No personal items left
- [] Is the area generally clean?

Zone 9

Dining Room

- [] All trash cans empty
- [] All trash cans with new bags
- [] Liquid dispensers clean and empty
- [] Metal rim of liquid dispensers clean
- [] Tables down and spaced properly
- [] No personal items left
- [] Is the area generally clean?

Cleaning Station #3

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **RED** mop heads are used
- [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] All **CLOSED** signs returned
- [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!
- [] Trash can empty

Zone 10

Dining Room

- [] All trash cans empty
- [] All trash cans with new bags
- [] Liquid dispensers clean and empty
- [] Metal rim of liquid dispensers clean
- [] Tables down and spaced properly
- [] No personal items left
- [] Is the area generally clean?

Zone 11

East (Baptismal) Men's Restroom

- [] Spare toilet tissue rolls per stall
 - [] Toilet seats raised?
 - [] Mirror clean?
 - [] Trash emptied?
 - [] Is the area generally clean?
- ### East (Baptismal) Women's Restroom
- [] Spare toilet tissue rolls per stall
 - [] Toilet seats raised?
 - [] [Women's] Wax lined bags installed in dispensers
 - [] Mirror clean?
 - [] Trash emptied?
 - [] Is the area generally clean?

Cleaning Station #4

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **GREEN** mop heads are used
- [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] All **CLOSED** signs returned
- [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!
- [] All BAPTISM folding chairs returned
- [] Trash can empty

Zone 12

Hallway

- [] Are the glass doors clean?
- [] Is the area generally clean?
- ##### Attendant Desk

 - [] Is the area generally clean?
 - [] All ATTENDANT folding chairs returned; quantity **13**
 - [] All RADIOS returned; powered OFF; properly seated in charging stand (**RED** charging indicator ON)
 - [] All circuit papers removed
 - [] No personal items left
 - [] Trash can empty

Zone 13

Hallway

- [] Is the area generally clean?
- ##### Lost & Found / Coatroom

 - [] No personal items left
 - [] Is the area generally clean?
 - [] Lights OFF

Zone 14

Lobby

- [] Is the area generally clean?
- ##### Second Level Men's Restrooms

 - [] Spare toilet tissue rolls per stall
 - [] Toilet seats raised?
 - [] Mirror clean?
 - [] Trash emptied?
 - [] Is the area generally clean?
 - [] Lights OFF

Second Level Women's Restroom

- [] Spare toilet tissue rolls per stall
- [] Toilet seats raised?
- [] Mirror clean?
- [] Trash emptied?
- [] Is the area generally clean?

[] Lights OFF

Second Level Handicap Restroom

- [] Spare toilet tissue rolls per stall
- [] Toilet seats raised?
- [] Mirror clean?
- [] Trash emptied?
- [] Is the area generally clean?

[] Lights OFF

Cleaning Station #5

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **YELLOW** mop heads are used
- [] Mop buckets returned empty and clean; verify it was returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] [Saturday] **Black** crate with clean rags
REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags
RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates
RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

- [] Trash can empty
- [] Is the area generally clean?

Zone 15

Balcony

- [] Is the area generally clean?
- [] No personal items left?

Zone Exterior

- [] Is the area generally clean?
- [] No personal items left?

Cleaning Inspector's Final Checklist

Attendant Desk

- [] Is the area generally clean?
- [] All ATTENDANT folding chairs returned; quantity **13**
- [] All RADIOS returned; powered OFF; properly seated in charging stand (**RED** charging indicator ON)
- [] All circuit papers removed
- [] No personal items left
- [] Trash can empty

Auditing

- [] Is the area generally clean?
- [] Restroom cleaned
- [] Trash cans emptied
- [] No personal items left
- [] Thermostat set as per sign on wall
- [] Lights OFF

Balcony & Upstairs Lobby

- [] Is the area generally clean?
- [] Restroom cleaned
- [] Trash cans emptied
- [] No personal items left
- [] Balcony doors locked
- [] Lights OFF

Cleaning Station #1

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **YELLOW** mop heads are used
- [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] All **CLOSED** signs returned
- [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

- [] All RADIOS returned; powered OFF; properly seated in charging stand (**RED** charging indicator ON)
- [] Trash can empty
- [] Is the area generally clean?

Cleaning Station #2

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **BLUE** mop heads are used
- [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
- [] All faucets OFF

- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] All **CLOSED** signs returned
- [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

- [] Trash can empty
- [] Is the area generally clean?

Cleaning Station #3

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **RED** mop heads are used
- [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] All **CLOSED** signs returned
- [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

- [] Trash can empty

Cleaning Station #4

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **GREEN** mop heads are used
- [] All mop buckets returned empty and clean; verify they were returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station
- [] All **CLOSED** signs returned
- [] [Saturday] **Black** crate with clean rags REPLACED with NEW **Black** crate from Cleaning Station #1
- [] [Sunday] **Black** crate with clean rags RETURNED to Cleaning Station #1
- [] Dirty rags & mop heads in **Blue** crates RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

- [] All BAPTISM folding chairs returned

- [] Trash can empty

Cleaning Station #5

- [] All mop handles returned & hanging on hooks with CLEAN mop heads installed; verify **YELLOW** mop heads are used
- [] Mop buckets returned empty and clean; verify it was returned to correct cleaning station
- [] All faucets OFF
- [] Spray bottles sorted by type; verify they were returned to correct cleaning station

[] [Saturday] **Black** crate with clean rags
REPLACED with NEW **Black** crate from Cleaning Station #1

[] [Sunday] **Black** crate with clean rags
RETURNED to Cleaning Station #1

[] Dirty rags & mop heads in **Blue** crates
RETURNED to Cleaning Station #1; empty **Blue** crates returned to Cleaning Station (see label on crate)

Note: If dirty rags & mop heads were placed in BLACK crates, the BLACK crates need to be sanitized!

[] Trash can empty

[] Is the area generally clean?

Dining Room

[] All trash cans empty

[] All trash cans with new bags

[] Liquid dispensers clean and empty

[] Metal rim of liquid dispensers clean

[] Tables down and spaced properly

[] No personal items left

[] Is the area generally clean?

Elder's Conference Room

[] All stage equipment put away (i.e. microphones & cords)

[] All circuit papers removed

[] No personal items left

[] Is the area generally clean?

[] Lights OFF

First Aid

[] RADIO returned; powered OFF; properly seated in charging stand (**RED** charging indicator ON)

[] Restroom cleaned

[] All circuit papers removed

[] No personal items left

[] Trash can empty

[] Is the area generally clean?

[] Lights OFF

Lost & Found / Coatroom

[] No personal items left

[] Is the area generally clean?

[] Lights OFF

Main Men's Restroom

[] Spare toilet tissue rolls per stall

[] Toilet seats raised?

[] Mirror clean?

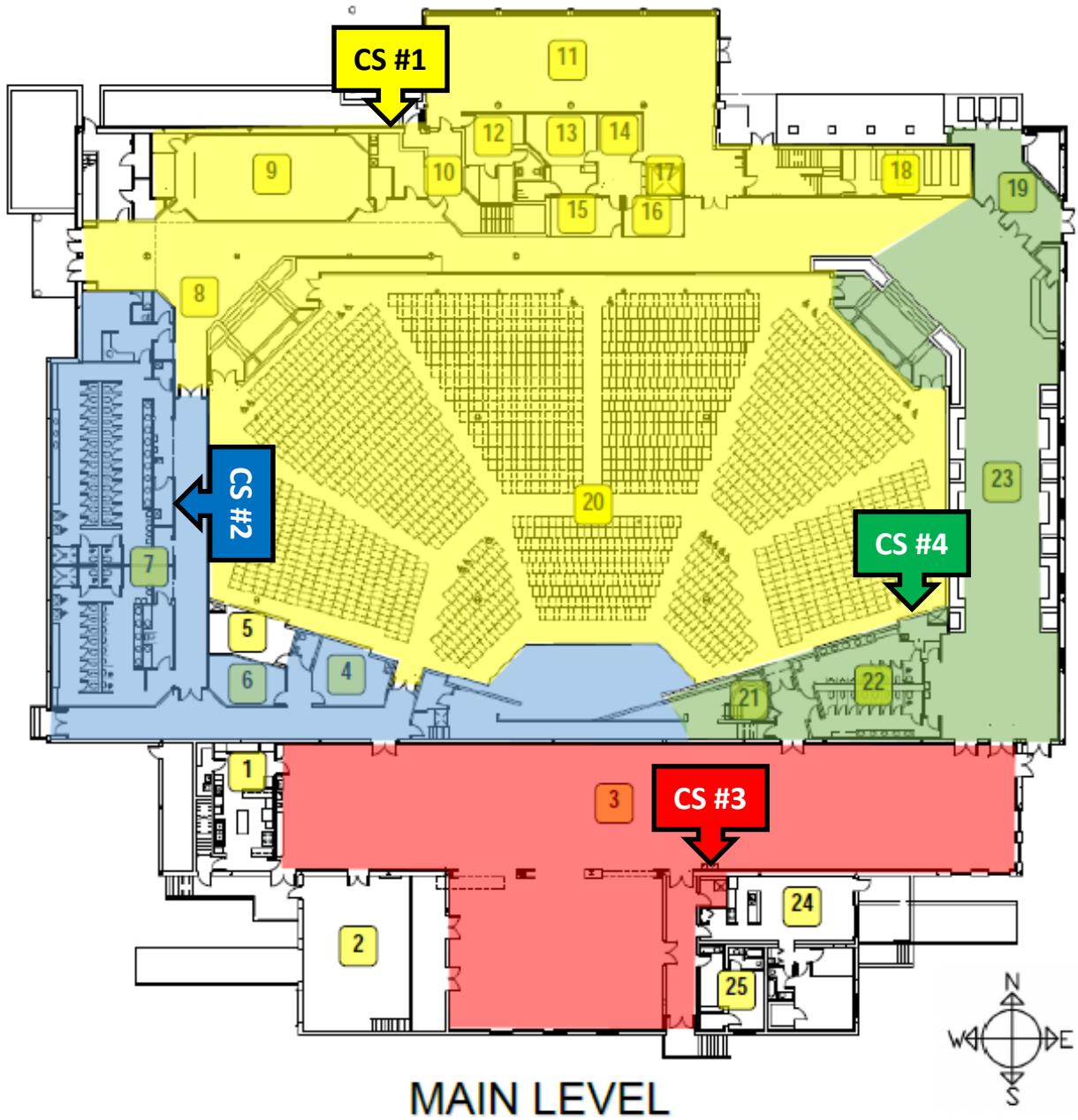
[] Trash emptied?

[] Is the area generally clean?

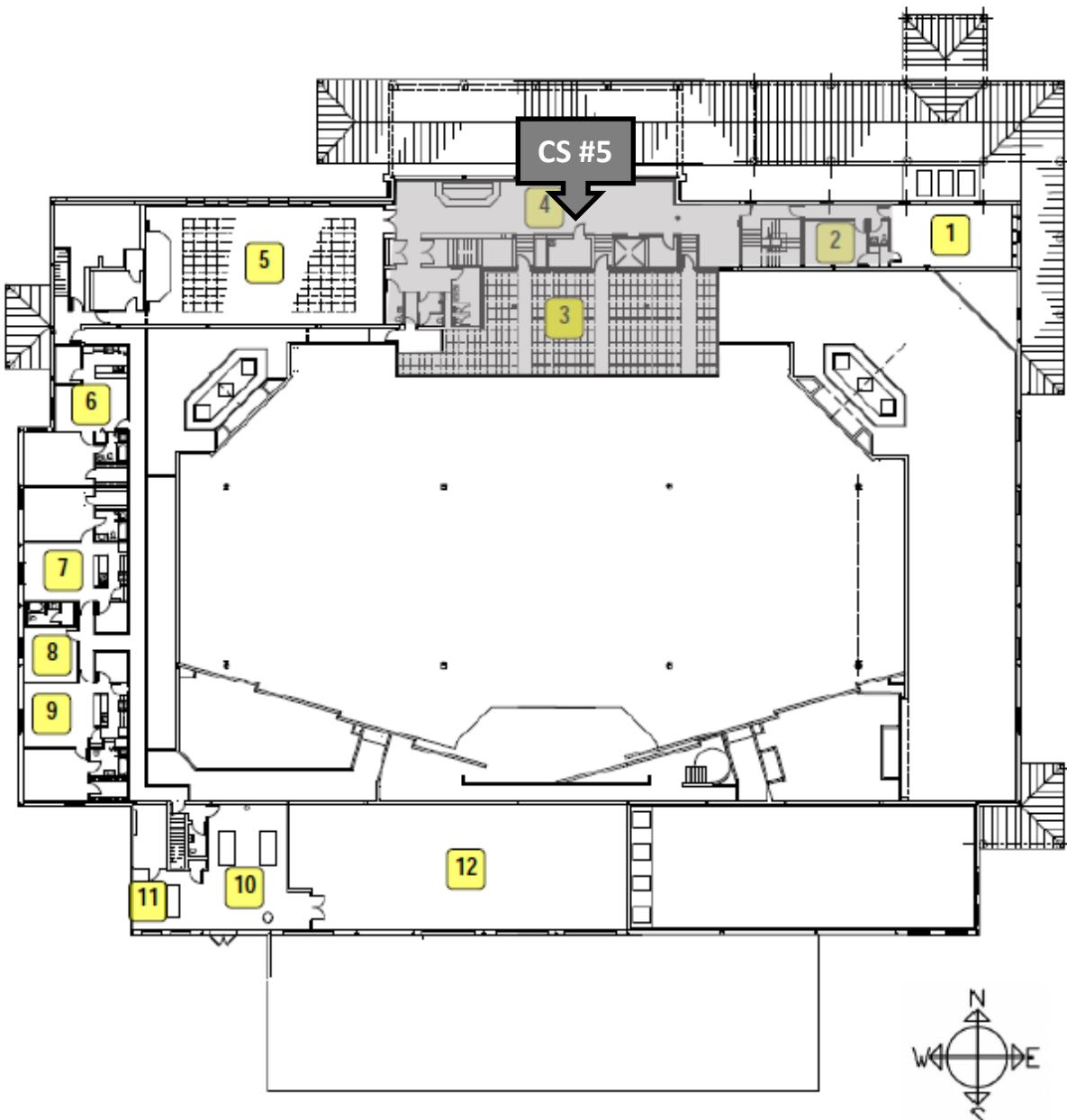
[] Lights OFF

Main Women's Restroom	[] Lights OFF
[] Spare toilet tissue rolls per stall	
[] Toilet seats raised?	
[] [Women's] Wax lined bags installed in dispensers	
[] Mirror clean?	
[] Trash emptied?	
[] Is the area generally clean?	
[] Lights OFF	
Second Level Women's Restroom	
[] Spare toilet tissue rolls per stall	
[] Toilet seats raised?	
[] Mirror clean?	
[] Trash emptied?	
[] Is the area generally clean?	
[] Lights OFF	
East (Baptismal) Men's Restroom	
[] Spare toilet tissue rolls per stall	
[] Toilet seats raised?	
[] Mirror clean?	
[] Trash emptied?	
[] Is the area generally clean?	
[] Lights OFF	
Second Level Handicap Restroom	
[] Spare toilet tissue rolls per stall	
[] Toilet seats raised?	
[] Mirror clean?	
[] Trash emptied?	
[] Is the area generally clean?	
[] Lights OFF	
East (Baptismal) Women's Restroom	
[] Spare toilet tissue rolls per stall	
[] Toilet seats raised?	
[] [Women's] Wax lined bags installed in dispensers	
[] Mirror clean?	
[] Trash emptied?	
[] Is the area generally clean?	
[] Lights OFF	
Stage	
[] All stage equipment put away (i.e. microphones, cords & chairs)	
[] No personal items left	
[] Carpet vacuumed	
[] Chairs aligned properly	
[] No personal items left	
[] Trash can empty	
[] Is the area generally clean?	
[] Stage lighting OFF	
[] Side room lights OFF	
Second Level Men's Restrooms	
[] Spare toilet tissue rolls per stall	
[] Toilet seats raised?	
[] Mirror clean?	
[] Trash emptied?	
[] Is the area generally clean?	
Exterior	
[] Is the area generally clean?	
[] No personal items (i.e. umbrellas) left?	

Cleaning Station Coverage Maps



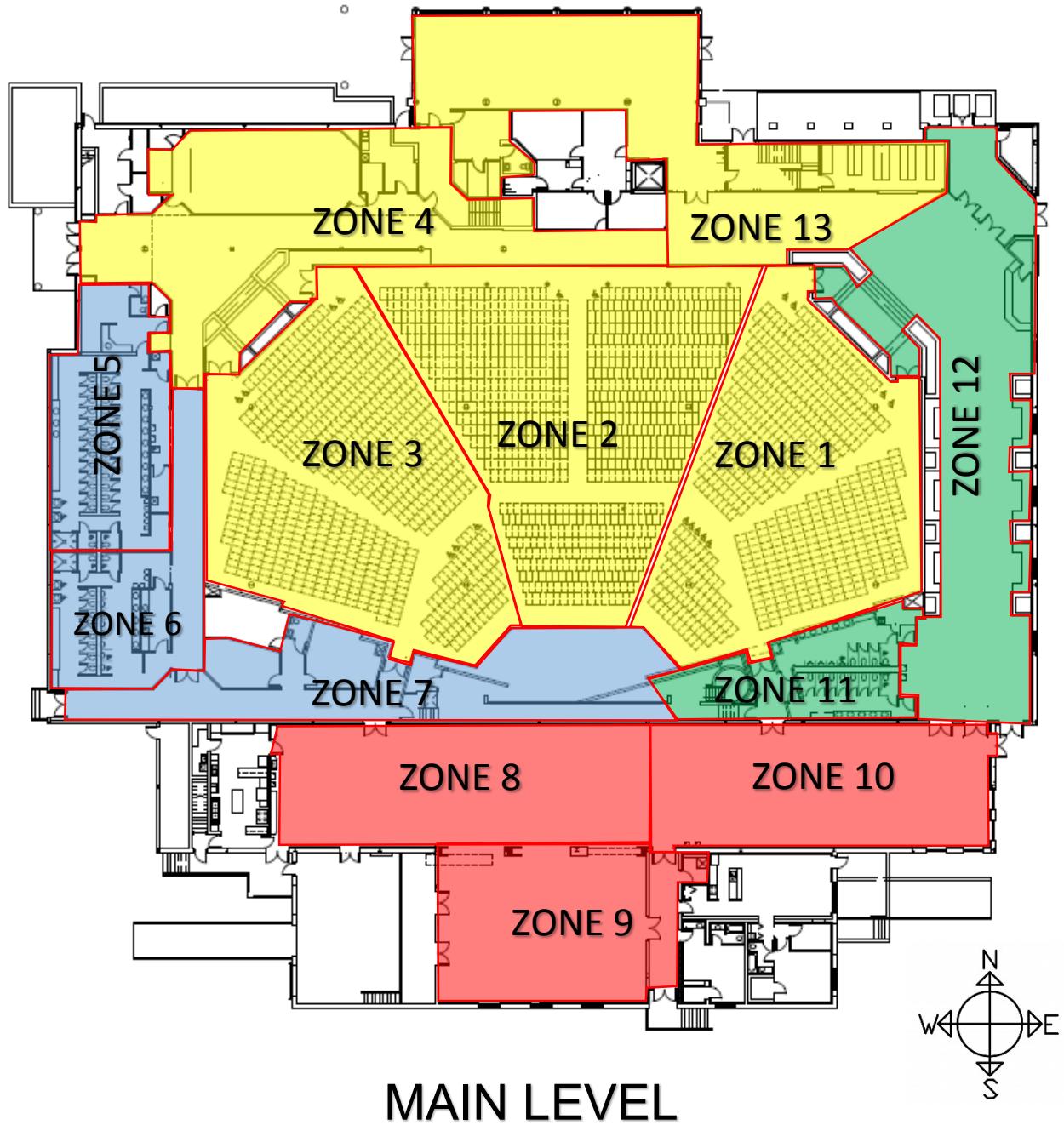
- | | | |
|---------------------------------------|---|------------------------------|
| 1. Kitchen | 10. Classroom Entrance Hallway | 18. Coat Room / Lost & Found |
| 2. Literature Depot/Loading Dock | 11. North Lobby | 19. Main Entry |
| 3. Dining Room (seats 720) | 12. First Aid | 20. Auditorium |
| 4. Circuit Assembly Overseer's Office | 13. Assembly Hall Overseer's Office | 21. Baptismal Pool |
| 5. Auxiliary Office | 14. Reception | 22. Baptismal Restrooms |
| 6. Circuit Overseer's Office | 15. Assistant Assembly Hall Overseer's Office | 23. East Lobby |
| 7. Main Restrooms | 16. Administration Office | 24. Apartment #1 |
| 8. West Lobby | 17. Elevator | 25. Apartment #5 |
| 9. Conference Room | | |

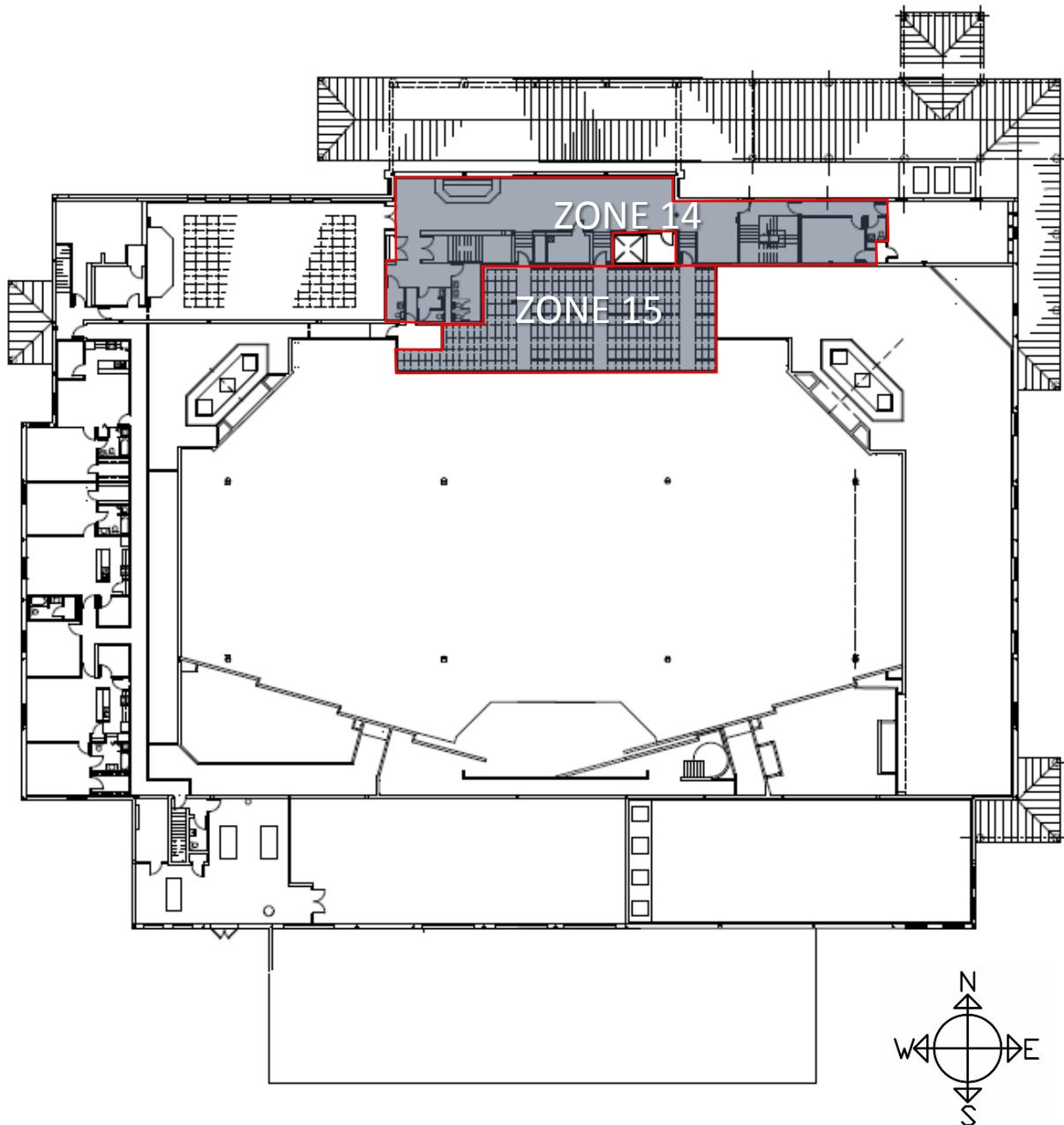


SECOND LEVEL

- | | |
|------------------------------|---|
| 1. Conference Room / Library | 7. Apartment #3 |
| 2. Office | 8. Apartment #6 |
| 3. Balcony | 9. Apartment #2 |
| 4. Upstairs Lobby | 10. Boiler Room |
| 5. Classroom | 11. Emergency Generator |
| 6. Apartment #4 | 12. Mechanical Room / Air Handler Units |

Cleaning Assignment Zone Maps





SECOND LEVEL

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