Meeting House – Cleaning List

VBFM Scheduler - Whit Peace: 757-613-2828

Building & Grounds - Debbie Reilly: 757-636-1975

1. Front Steps –
    a. Sweep Both
2. Front Door –
    a. Disinfect Door Handles
    b. Clean Glass on Storm Door
3. Foyer –
    a. Dust Bench, Table & Lectern
    b. Vacuum Floor
4. Bathrooms –
    a. Sweep & Mop Floors
    b. Disinfect Toilets
    c. Disinfect Surfaces, Knobs & Sinks
    d. Check Toilet Paper & Paper Towels - Add as Needed
    e. Empty Trash
5. Library –
    a. Wipe Down Table
    b. Leave Chairs Folder in Corner
    c. Empty Trash Cans- Replace Bags As Needed
    d. Vacuum Floor
6. Meeting Room –
    a. Dust Window Sills, Mantel & Piano
    b. Vacuum Floor & Seat Cushions
    c. Mop Floor in Front of Fireplace as Needed
    d. Clean Armrests on Benches
7. Stairwell –
    a. Dust Window Ledge/Shelf & Handrails
    b. Sweep Steps
    c. Vacuum Landing
    d. Mop Steps as Needed
8. Basement/Kitchen –
    a. Disinfect Counter Surfaces
    b. Disinfect Front of Refrigerator &Handle, Stove Handle, Drawer Pulls & Door Knobs
    c. Stovetop- Move Grates & Clean Surface
    d. Microwave - Wipe Down
    e. Clean Kitchen Door Glass & Push Plate
    f. Wood Counter - Clean with Murphy's Oil Soap
    g. Window Sills - Wipe down
    h. Clean Table with Furniture Polish
    i. Put Chairs Upside down on Table
    j. Sweep & Mop Vinyl Floors
    k. Vacuum Carpet
    l. Clean Mirrors

m. Remove Trash & Recyclables – Dispose in Appropriate Dumpsters