

Linden Free Methodist Church
Custodial Duties by Area

1. Restrooms (Main lobby and south hall):

- Clean toilets and urinals, Mirrors, Counters, sinks, partitions and doors, door handles, kick plate. Handicap rails, light switch-clean with anti-bacterial cleaner.
- Replace toilet paper, paper towels and soap.
- Sweep and Mop floors.
- Empty trash into kitchen containers and put in new bags.

2. Auditorium/platform

- Vacuum.
- Clean windows.
- Place a tissue box in each gymnasium window-sill and make sure there are 4 tissue boxes spaced out on the left and (4) on the ride side of the podium.
- Dust alter railing and base, platform podium and stand, and use special cleaner for the piano (periodically).

3. Entries and Hallways

- Clean crash bars and kick plates on fire doors in halls, entrances. Clean glass, room door handles, metal corner plates in the south hall and main halls, coat racks, and water fountain units. Wipe off smudge and hand-prints on the walls.
- Sweep and mop hard floors.
- Vacuum halls, main entry area, chapel, library, church offices, teen room, and entry rugs.
- Dust Stair railings, trim, chapel kneeling bench, chapel railing and base, chapel podium and base, chapel and library window-sills, library tables.
- Empty trash in library, church offices, south hall, and main entry by the water cooler into kitchen trash cans.
- Refill cups on the side of the water fountain units at the south and main halls.

4. Main and North hall kitchens

Sweep and mop

Empty all collected trash into the dumpster and put in new bags.