

Janitorial Duties

Front Entrance, Hallways, Stairs, Sanctuary/Narthex, Balcony, Main Office, Minister's offices, Board Room, Knox Lounge, Yale Hall, Suthwyn Hall, and Multipurpose Room.

1. Floors will be swept and mopped twice a week except Sanctuary/Narthex, which will be done once a week.
2. Carpets and rugs will be vacuumed twice a week.
3. Entrance door glass and all glass partitions will be cleaned twice a week.
4. Waste paper receptacles will be emptied and garbage removed to a designated bin twice a week.
5. Recycling blue boxes will be emptied as needed and recyclables taken to a designated area.
6. All horizontal surfaces such as tops of ledges, wood work, window sills, top of doors and doorknobs, desks, and the piano will be dusted and/or wiped twice a week.
7. Finger prints and smudges will be removed from doors, light switches and kick/push plates as needed.
8. Basement hall floors will be buffed as needed.

Washrooms

1. Waste paper receptacles will be emptied and garbage removed to a designated bin twice a week.
2. Wash and sanitize toilet bowls/toilet seats and sinks twice a week.
3. Wash and polish mirrors, sinks and faucets twice a week.
4. Remove splash marks from walls and partitions as needed.
5. Sweep and wash floors twice a week.
6. Wipe all dispensers twice a week.
7. Fingerprints and smudges will be removed from doors, light switches and kick plates as needed.
8. Replenish washroom supplies as needed.
9. Pour water in bathroom floor drains once a week. (Bathrooms by office).

Kitchen

1. Floors swept and mopped twice a week.
2. Wash and sanitize tabletops, sinks, and stove top twice a week.
3. Waste paper receptacles will be emptied and garbage removed to designated bin twice a week.
4. Fingerprints and smudges removed from doors, light switches, and kick plates as needed.
5. Wipe walls behind the garbage bin as needed.