


CHURCH WORKDAY CHECKLIST

 **Date:** Saturday, May 17

SANCTUARY LEVEL

- ☐ Spot clean carpet stains with Resolve
- ☐ Wash dirty hallway/room walls with disinfectant
- ☐ Clean all windows with Windex
- ☐ Clean/sanitize water fountain
- ☐ Polish pews with Pledge
- ☐ Clean fan in Council Room
- ☐ Polish Sanctuary window sills
- ☐ Replace burned out bulbs (put used in boiler room)
- ☐ Clean back wall under TV and around switch
- ☐ Other: _____

OUTSIDE – CHURCH BUILDING

- ☐ Seal gutter/roofline gap (10th Ave side) – large ladder needed (from DH #3 basement)
- ☐ Clean 10th Ave side of building
- ☐ Clean back side of building
- ☐ Clean side and back driveway
- ☐ Clean 498 Madison ground drain (rear of Potter's House)

- ☐ Remove weeds/garbage from bushes (front of church)
 - ☐ Power wash front church sign
 - ☐ Scrape and paint front church sign (must be dry)
 - ☐ Paint white side entrance door
 - ☐ Scrape and paint brown boiler room door (side of church)
 - ☐ Varnish front doors (2nd coat)
 - ☐ Replace fiberglass to protect stained glass windows (side of church)
 - ☐ Other: _____
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OUTSIDE – PARKING LOT

- ☐ Clean/remove garbage from 516 Madison lot
 - ☐ Other: _____
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INSIDE – BASEMENT

- ☐ Wash walls (entry to elevator) with disinfectant
- ☐ Clean water fountain, pipes, and surrounding wall
- ☐ Wash stairwell/entry walls
- ☐ Wash walls in back hallway and rooms with disinfectant
- ☐ Clean divider with Resolve

- ☐ Clean kitchen and fridge/freezer
 - ☐ Throw out broken/garbage items from kitchen
 - ☐ Dust overhead pipes in big room
 - ☐ Clean bathroom vents
 - ☐ Clean and sweep boiler room
 - ☐ Clean all bathrooms
 - ☐ Other: _____
 - ☐ Other: _____
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UPPER LEVEL – NURSERY

- ☐ Wash walls in nursery rooms with disinfectant
 - ☐ Clean 3 vents (1 intake, 2 A/C)
 - ☐ Wash and disinfect all toys
 - ☐ Replace all burned out bulbs (place old bulbs in boiler room)
 - ☐ Other: _____
 - ☐ Other: _____
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GENERAL TASKS

- ☐ Remove snow supplies (move to electrical room)
- ☐ Other: _____

☐ MATERIALS NEEDED

- ☐ Large extension ladder (from DH #3)
 - ☐ Brooms & rakes
 - ☐ Oil-based yellow traffic paint
 - ☐ Windex, paper towels, rags
 - ☐ Paint (for white door, brown door, front sign, basement room:)
 - ☐ Scrapers
 - ☐ Garbage bags
 - ☐ Joint compound
 - ☐ Resolve stain remover
 - ☐ Light bulbs (all sizes)
 - ☐ Power tools, screwdrivers
 - ☐ Flashing, screws, snippers
 - ☐ Varnish for front doors
 - ☐ Hedge trimmers/blower (if needed)
 - ☐ Pledge for pews
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FUTURE TO-DOs

- ☐ Repaint yellow parking lines (oil-based)
- ☐ Clean all exterior windows (ladder needed)
- ☐ Trim front bushes
- ☐ Repair floor hole near custodian closet
- ☐ Clean out old cans, garbage in custodian closet
- ☐ Stack supplies neatly in custodian closet
- ☐ Clean Sanctuary fans and light fixtures