

St. John the Baptist - Weekly Cleaning Guidelines

Make me a clean heart, O God, and renew a right spirit within me.
Psalm 51:10

Church

Time: 20 minutes

Begin when the servers have left the altar and most of the people have left the sanctuary.

1. **Sweep up debris.** Use the “Shark” carpet sweeper, which is plugged into the wall next to the closets in the sacristy, to sweep up debris on the carpets.

a) Begin by sweeping in the front of the church:

- altar
- kneelers
- carpet around side altars
- carpet in front of the door leading to the ramp

b) In the back of the church, sweep the following areas:

- carpet in front of the double doors at the center back wall
- carpet in front of the main entrance (go through double doors)
- carpet in front of right-hand door as you face the choir loft

c) Go through the right-hand door and walk down one flight of steps. Straighten the carpet at the entryway and sweep the carpet with the Shark.

d) Return to the sacristy and use the Shark to sweep the floor there. Empty the Shark by holding the head over the trash can: Pull out the plastic drawer on the right side. Plug the Shark back in. Empty the trash can in the sacristy and replace the bag. Trash bags are kept under the sink.

2. **Clean the bathroom:** *Always work from clean to dirty, and top to bottom.*

Equipment needed (please look in the bathroom closet):

- Disposable gloves
- 1 microfiber cloth
- Clorox Bathroom Cleaner
- Toilet Bowl Cleaner
- Windex
- 13 gallon trash bag
- Dustpan and brush

a) Put on disposable gloves.

b) Spray Clorox Bathroom Cleaner on porcelain surfaces to allow for dwell time, which is the time it takes for the cleaner to destroy germs and viruses completely. Dwell time for this cleaner is 10 minutes. Spray the following areas:

- door knobs
- sink and faucets
- grab bar next to the toilet

- toilet tank, handle, hinges, outside of lid and outside of bowl
- underside of lid, top and underside of seat
- along the outside of the rim (not in the bowl)

c) Allow the spray to sit on these surfaces while you do the following:

- Squirt the Toilet Bowl Cleaner around the inside rim of the toilet, according to the package instructions. Do not close the lid. Allow the toilet cleaner to sit.
- Spray the mirror with Windex and wipe with a paper towel.
- Refill paper towels and toilet paper as needed. Supplies are in the closet.
- Use dustpan and brush to pick up any debris on the floor.
- Empty trash and replace the trash bag.

d) Using the microfiber cleaning cloth, and working from clean to dirty, wipe in the same order that you sprayed:

- door knobs
- sink and faucets
- grab bar next to the toilet
- toilet tank, handle, hinges, outside of lid and outside of bowl
- underside of lid, top and underside of seat
- along the outside of the rim (not in the bowl)

e) Use the toilet brush to scrub the bowl. Flush the toilet, and then use the toilet brush to push the water down the drain, past the water line. Use the microfiber cloth to wipe up any spilled cleaner. Place the dirty microfiber cloth in the blue bucket in the closet.

The bags of trash should be placed in the bin directly across from the coffee hour room entrance.

Please let Gina Paladinetti or Leslie Altena know if you notice supplies are low or you have questions. Email coffeecoord@gmail.com or text 267-992-1573.