



RUSSIAN ORTHODOX CHURCH
A Parish of the Moscow Patriarchate

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Weekly Cleaning List

- **Narthex and Nave**
 - Tidy up (Throw away any trash or dead flowers, straighten up prayer sheets, etc.)
 - Dust furnishings (Icon stands/Analoy, pews, etc.)
 - Clean windowsills
 - Clean any wax off of the hardwood floors using Bona hardwood floor cleaner and plastic scrapers. Do not use any heat or metal on the hardwood floors.
 - Clean any wax off of the plastic floor coverings underneath the candle stands
 - Spot clean any stains on the carpet using spray stain remover for carpet (Bissell brand)
 - Sweep the hardwood floors using the canister vacuum cleaner with the hard floor attachment
 - Sweep the carpeting using the upright vacuum cleaner
- **Altar**
 - Do not clean the Altar unless a blessing and instruction is received from the Priest.
- **Choir**
 - Tidy up (Throw away any trash, etc.)
 - Dust furnishings
 - Sweep carpeting using the upright vacuum cleaner
- **Staircases**
 - Clean windowsills
 - Sweep the stairs using the canister vacuum cleaner with the turbine attachment
- **Bathrooms**
 - Clean toilets
 - Scour sinks
 - Clean mirrors
 - Empty trash bins into large trashcan near the kitchen sink
 - Wipe or mop the floors
- **Church hall/basement and kitchen areas**
 - Wash any dirty dishes
 - Tidy up (Put away dishes, cookware, utensils, vases, etc. in the kitchen cabinets; put away paper products in the tall gray cabinet near the back door; put away toys in the toy bin; throw away any trash, etc.)
 - Scour kitchen sink
 - Clean the coffee machine and coffee station
 - Refill the coffee supplies
 - Clean the countertops and stovetops
 - Wipe table cloths
 - Spot clean the chairs for any food or spills
 - Sweep the basement using the shop vac or canister vacuum cleaner
 - Spot clean any spills on the floor

- Church yard
 - Clean up trash and dog waste in the church yard and on sidewalks using gloves, trash picker, shovel, trash bags, etc. You may want to bring your own work gloves.
- Other
 - When finished cleaning, empty the vacuum cleaning bins into the large trashcan downstairs.
 - If the large trashcan downstairs is full, take the trash bag outside to the trash bin next to the old schoolhouse behind the church. Replace the trash bag liner.
 - If you use any of the cleaning rags, please take them home to wash them and return them the following Sunday.
 - If the cleaning supplies or paper products (paper towels, plates, cups, napkins, plastic cutlery, takeout containers) are running low, please inform a Council member.

Monthly and Less Frequently

- Narthex and Nave
 - Clean all Icons hanging on the walls
 - Clean candle stands
 - Semi-annually: Clean hardwood floors using spray mops and Bona hardwood floor cleaner
- Choir
 - Vacuum cushions on benches
- Staircases
 - Clean the stair railings
- Church hall/basement and kitchen areas
 - Clean refrigerators and throw out any expired food
 - Clean the ovens and microwave ovens
 - Sweep the stage area with the upright vacuum cleaner
 - Mop the floors

Notes

- Where to find cleaning supplies and tools

Supplies and Tools	Location
Vacuum cleaners	Behind the door in the Narthex and behind the door in the office
Shop vac	Back room in the basement
Vacuum cleaner attachments, extension cords, wax removal tools	Underneath the kiosk
Cleaning products and rags	Cabinets under the kitchen sink and the gray cabinet near the bathrooms
Other tools (mops, buckets, toilet brush, trash picker, shovels)	Boiler room

- Do not run vacuum cleaners at the same time using outlets in the Nave and choir or the circuit breaker will be tripped.