

**SONRISE CHURCH OF GOD
PROCEDURES MANUAL
EMPLOYEE SECTION**

**Janitorial Cleaning
Job Description**

Weekly Cleaning

1. Empty all wastebaskets in church buildings.
2. Sweep and mop all vinyl floors & wipe down countertops
3. Dust all furniture (piano, chairs, kneeling pews, tables, counters & shelves.
4. Vacuum all carpeting, including sanctuary platform (empty cups, water bottles, soiled Kleenex should be discarded).
5. Clean bathrooms: sinks, mirrors, countertops, toilets (inside, outside & base, partitions in restrooms need to be wiped down.
6. Wash windows near entry doors, inside & out if needed.
7. Sweep outside entrances
8. Disinfect door handles and light switches

Monthly Cleaning

1. Wash any inside windows that need washing
2. Wipe down Venetian blinds
3. Check ceilings and walls for cobwebs
4. Straighten out janitors closet
5. Check carpet for spots that need cleaning & use recommended cleaner
6. Use damp cloth on all metal parts of sanctuary chairs
7. Dust baseboards, doors and window casings, windowsills.

Other

1. Vinyl floors should be waxed once every three months
2. Notify church staff of problems that may require extra time or repair
3. Cleaning schedule needs to be properly filled out located on the door of the restrooms.
4. Vacuum cleaner bag should be emptied as needed.