

# Second week of every month

## Chi Alpha House Cleaning List

### Main Rooms (Dining Room, Living Room and Café Room)

#### Weekly Tasks:

#### Method of Cleaning

Dust fireplace tools, bookshelves around fireplace .....pledge and a rag (spray pledge on rag. Do not spray directly on wood.)

Dust corners, ceilings, light fixtures, picture frames .....long feather duster  
curtain rods

Dust fireplace mantle, buffet in “dining room” .....lemon oil and rag

Sweep front porch and patio.....Broom and dust pan

Sweep all wood flooring/shake out dust mop .....dust mop  
when finished.

Mop wood floor\*.....Pro-force floor cleaner (per manufacturers  
instructions) mop bucket, mop and  
water

Dry floor.....Dry mop

*\*please note that the entire floor needs to be cleaned  
so this job should be done Saturday when all the sound equipment is not in the room*

Clean out mop bucket

Take mop heads home with dirty rags and wash in washing machine

Shake out rugs outside

Sweep hearth & and musicians room .....broom and dustpan  
(room behind curtains)

Set up chairs for Friday night fellowship .....See chair diagram

Stack unused chairs in musicians room

## **Kitchen**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust including corners and ceilings.....	Use long rainbow duster
Wash, dry and put away all dirty dishes .....	Warm water and dish soap
Scrub sink .....	Green abrasive sponge and Comet cleaner
Wipe down outside and top of refrigerator .....	Hot water and dish soap
Clean inside, outside and top of microwave .....	Hot water and dish soap
Clean counter tops .....	Hot water and dish soap
Disinfect fridge handle, microwave handle .....	Spray with Lysol wipe with wet rag
Take out trash	
Vacuum	
Wipe down open shelves with soapy water	
Rinse rubber shelf liners and air dry	
Wipe down shelves under counters.....	soapy water
Place all items back on lower shelves	

## **Prayer Room**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust ceiling, corners, light fixture, tops of .....	Feather duster
Bulletin boards and tops of windows and doors	
Dust piano and speaker stands .....	Pledge and rag
Dust heater or fan, cords, speakers, electronic equip.....	Electronic pledge applied to rag
Sweep and Swiffer floor and inside of closet .....	Broom, dustpan and swiffer
Empty Trash	
Scrub inside and out of garbage can.....	Soapy water and rag

## **Bathrooms**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust corners, ceilings shelves, above window .....	Feather duster
Scrub inside of toilet .....	Toilet bowl cleaner & toilet brush
Clean outside of toilet .....	paper towels, Lysol cleaning spray
Scrub Sink .....	abrasive sponge and comet
Clean faucets .....	same as sink, allow to dry then spray with aerosol Lysol disinfectant spray
Clean mirror .....	windex and paper towel
Scrub walls, ledge behind toilet, paper towel dispenser and shelves in men's bathroom .....	hot soapy water and sponge.
Rinse off outsides of hand soap bottles and refill with soap as necessary	
Empty garbage	
Vacuum women's bathroom	
Mop men's bathroom	

## **Library**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust ceilings, corners, above curtains .....	Feather duster
Tops of bookshelves and light fixtures	
Dust lamps .....	Pledge on a rag
Vacuum rug .....	Vacuum
Vacuum chairs .....	Use vacuum attachment
Sweep and swiffer floor around rug and in closet	

## **Conference Room**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust lamp table .....	lemon oil on rag
Dust corners, ceilings, light fixture, mirror frame .....	feather duster
Dust closet shelf and corners .....	Feather duster
Dust back and legs of chairs, .....	pledge applied to a rag
Lamp, table, window sills	
Clean mirror .....	dry paper towel
Vacuum all chairs .....	vacuum attachment
Vacuum rug	
Sweep and Swiffer wood floor around rug .....	Broom and dustpan, swiffer
And in closet	
Clean mirror with windex and paper towel	

## **Stairways**

### **Weekly Tasks:**

### **Method of Cleaning**

Dust corners, light fixtures .....	Feather duster
Sweep all stairs and landings .....	Broom and dustpan
Shake out rugs	
Swiffer second floor landing	

## **Finishing UP**

- Take out all garbage
- Replace garbage bags
- Take big trash cans out to curb on Thursday night (behind the house in the alley)
- Take dirty rags home and wash, fold when clean and return to XA house