

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 fireplacepledge and a rag (spray pledge on rag. Do not spray directly on wood.)

Dust corners, ceilings, light fixtures, picture frameslong 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 mopdust 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 roombroom and dustpan
(room behind curtains)

Set up chairs for Friday night fellowshipSee 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