

Chi Alpha House Cleaning List
Week Three
Main Rooms
(Dining Room, Living Room and Café Room)

Weekly Tasks:

Method of Cleaning

Clean all woodwork.....Murphy;s wood oil soap, water and rag
I.e. baseboards, buffet drawers etc.

Clean both sides front doorwood oil on wood, windex on glass

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

Shake out rugs outside

Sweep hearth & and musicians roombroom and dustpan
(room behind curtains)

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

Swiffer all wood floors and let dry 20 minutesswiffer

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
Clean all dark wood on cabinets.....	Murphy's wood oil soap
Dry woodwork with clean towel	
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	

Bathrooms

Weekly Tasks:

Method of Cleaning

Dust corners, ceilings shelves, above window	Feather duster
Scrub insides, outsides, and lids of garbage cans.....	soapy water and green abrasive sponge
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
Rinse off outsides of soap dispensers and refill with soap as necessary	
Empty garbage	
Vacuum women's bathroom	
Mop men's bathroom	

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
Clean all woodwork i.e. baseboards, wood around windows.....	Murphy's wood oil, soap and rag
Dry all woodwork	Dry towel
Sweep and Swiffer floor and inside of closet	Broom, dustpan and swiffer
Empty Trash	

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
Dust bookshelves	Lemon oil
Clean woodwork (baseboards, doors etc.).....	Murphy's wood oil soap, water and rag
Vacuum rug.....	Vacuum
Vacuum chairs	Use vacuum attachment

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 all woodwork.....	Murphy's oil soap and water on rag
Dry all woodwork.....	Dry Towel
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	

Stairways

Weekly Tasks:

Method of Cleaning

Dust corners, light fixtures	Feather duster
Sweep all stairs and landings	Broom and dustpan
Clean all woodwork..... (including stairs)	Murphy's oil soap, water and rag
Dry woodwork.....	Dry towel
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