

Fourth Week of the 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

Wash seats and backs of chairs.....Soapy water and rag

Dry all chairs (and any spills on floor).....Dry towels

Shake out rugs outside

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

Remove all ashes from fireplace.....fireplace shevel and a bucket

Put all ashes in outside trash can

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

Remove dust mop head and wash with dirty towels

Swiffer all wood floors and let dry 20 minutesswiffer

Set up chairs for Friday night fellowshipSee chair diagram

Stack unused chairs in musicians room

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
Spot clean walls.....	rag and bucket of hot soapy water (use some baking soda on tough spot's)
Sweep and Swiffer floor and inside of closet	Broom, dustpan and swiffer
Move all furniture to sweep and swiffer underneath	
Empty Trash	

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
Wipe inside of refrigerator, wash drawers/shelves sink	soapy water and sponge
Wipe inside of freezer	damp sponge
Place new box of baking soda in fridge.....	found in bathroom closet
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 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, window sill, paper towel dispenser in women's bath.....	hot soapy dishwater and sponge
Scrub shelves in women's bathroom (remove all cleaning supplies).....	hot soapy dishwater and sponge
Rinse off outsides of soap dispensers and refill with soap as necessary	
Empty garbage	
Replace all the cleaning supplies in women's bath to original shelves	
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
Dust the tops of all the books.....	A little bit of pledge on a rag
Vacuum rug.....	Vacuum
Vacuum chairs	Use vacuum attachment
Sweep and swiffer floor around rug and in closet.....	broom and swiffer

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	

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.....	Swiffer
Sweep and swiffer attic stair.....	Broom and swiffer

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