

EXPERIMENTAL PROCEDURE

Custodian's Daily Schedule (Effective July 1, 1978)

Monday

- 7-7:30 - Check entire complex for special problems - Correct minor problems.
  - 7:30-10 - Clean Nave, Balcony, Narthex, Tower Entrance, and Front Steps (outside)
  - 10:30-12 - " "
  - 1-2:30 - " "
  - 2:30-3 - Check Friendship Hall, Kitchen and Rest Rooms - Lock outside doors.
- Special: Make sure Tower Entrance is open for Senior Citizens and locked after they leave.

Tuesday (Trash Day)

- 7-7:30 - Check entire complex for special problems - Put out trash Correct minor problems.
- 7:30-10 - Clean Church School third floor, Office, Rest Rooms, Hallway. Remove trash.
- 10:30-12 - " "
- 1-2:30 - Special Cleaning Project (see No. 5 below)
- 2:30-3 - Check Friendship Hall, Kitchen, and Rest Rooms. Lock outside doors. Special: First Tuesday of each month at 2 P.M. will be regular Staff Meetings in the Church Office for coordination with monthly events.

Wednesday

- 7-7:30 - Check entire complex for special problems. Correct minor problems.
- 7:30-10 - Clean Church School fourth floor and upper stairways. Remove trash.
- 10:30-12 - " "
- 1-2:30 - Special Cleaning Project (see No. 5 below)
- 2:30-3 - Check Friendship Hall, Kitchen, and Rest Rooms. Lock outside doors. Special: Watch for special clean-up of third floor following Scout meetings on Tuesday evening. Inform Supervisor of recurring problems.

Thursday

- 7-7:30 - Check entire complex for special problems. Correct minor problems.
- 7:30-10 - Clean Fellowship Hall, second floor hallway, Library, lower stairways, and Gym. Remove trash.
- 10:30-12 - " "
- 1-2:30 - " "
- 2:30-3 - Clean Church School entrance. Lock outside doors. Special: Be aware of that week's use of these areas by Scouting and Confirmation Class programs and special problems recurring.

Friday (Trash Day)

- 7-7:30 - Check entire complex for special problems. Put out trash. Correct minor problems.
- 7:30-10 - Clean Friendship Hall, Tower Stairway, Rest Rooms, and hallways to gym.
- 10:30-12 - " "

Friday (continued)

1-2:30 -- Clean Choir Room and Dillon Street Stairways and Entrance.

2:30-3 -- Inspect Balcony, Nave, Narthex for minor dusting. Lock outside doors.

Special: For health and rodent control reasons, the Kitchen should be cleaned by each group using it, and the floor mopped whenever it is needed.

Saturday

7-7:30 -- Check entire complex for special problems. Correct minor problems.

7:30-10:30 Clean offices, rest room, Quiet Room, Chancel and Choir Stalls. Assist florist.

Special: When the Custodian leaves on Saturday, the worship area should be ready for Sunday worship, even if overtime (and its extra cost) is necessary.

## SPECIAL CONCERNS

1. Report all major concerns to the Church Office immediately.
2. All janitorial supplies will be ordered through the Church Office, and a record kept.
3. All requests for new equipment and repairs to equipment will be made to the Property Committee and Church Council via the Custodian's Supervisor.
4. All salary and fringe benefit increase requests will be made in writing to the Finance Committee and Church Council via the Property Committee Chairperson.
5. The Special Cleaning Project is to be developed as a way to ease the regular cleaning load for each room. When possible, the Property Committee and Supervisor will secure volunteer help for the Custodian to assist with this Project. Careful advance and priority planning is essential. If an Assistant Custodian is employed by the Church Council, he/she will also assist with this Project on a regular basis. The priority order of rooms designated for this thorough cleaning is as follows:
  - a. Fourth floor Kindergarten and Junior rooms as single unit.
  - b. Fourth floor Lower Junior room.
  - c. Church Nave, Narthex, Quiet Room, Chancel, and Choir areas (following painting) (including Balcony).
  - d. Third floor Primary room and hallway.
  - e. Church School Office and Audio-Visual Room.
  - f. Gym and stage areas (following Youth Group Show).
  - g. Church School entrance and stairways.
  - h. Church Office and Pastor's Study.
  - i. Choir Room.
  - j. Fellowship Hall, Small Kitchen, and Hallway (2nd floor).
  - k. Friendship Hall.
  - l. Church Kitchen.
  - m. Second floor Library--Classroom.
  - n. Nursery rooms.

(In each case, the leaders of groups using the rooms on a regular basis will be informed in advance that their area will be thoroughly cleaned so that they can plan accordingly. When possible those leaders will be encouraged to be present and to participate in the cleaning process. It is hoped that as much as possible of this special cleaning will be done as part of our 105th Anniversary Program Year.)