

CUSTODIAN PROCEDURE

Monday

Check entire complex for special problems - correct minor problems. Clean nave, balcony, narthex, tower entrance and front steps (outside). 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)

Check entire complex for special problems - put out trash. Correct minor problems. Clean church school third floor, office, rest rooms, hallway. Remove trash. Check Friendship Hall, kitchen and rest rooms. Lock outside doors.

Wednesday

Check entire complex for special problems. Correct minor problems. Clean church school fourth floor and upper stairways. Remove trash. Check Friendship Hall, kitchen and rest rooms. Lock outside doors. Watch for special clean up of third following Scout meetings.

Thursday

check entire complex for special problems. Correct minor problems. Clean Fellowship Hall, second floor hallway, library, lower stairways and gym. Remove trash. Clean Church School entrance. Lock outside doors.

Friday (Trash Day)

Check entire complex for special problems. put out trash. Correct minor problems. Clean Friendship Hall, Tower Stairway, rest rooms and church offices. Clean choir room and dillon street stairways and entrance. Scrub the church front steps. Clean the Church.

NOTE: Church Office and Pastor's Study has to be ^{cleaned} vacuumed each morning.