

PROPERTY COMMITTEE REPORT

CUSTODIAN DUTIES

William E Meyers Jr.

United Evangelical Church

Property Chairperson

February 15, 2003

Custodian Duties

Introduction:

- I. Monday Approximately 1-1/2 Hours *
 - A. Check and inspect church
 - 1. Pick-up and throw away any major trash
 - 2. Check and straighten bathrooms
 - B. Check and inspect church school
 - 1. Pick-up and throw away any major trash
 - 2. Check and straighten bathrooms

- II. Tuesday Approximately 1-1/2 Hours *
 - A. Trash Removal and place outside for pick-up
 - 1. Empty trash containers in church
 - 2. Empty trash containers in church school
 - B. Friendship Hall
 - 1. Straighten tables and chairs, light mop
 - 2. Clean bathrooms

- III. Thursday Approximately 6 Hours *
 - A. Kitchen
 - 1. Clean and wipe kitchen tables, appliances, sinks and floors
 - 2. Empty trash
 - B. School
 - 1. Clean and mop school
 - 2. Empty trash and clean bathroom

IV. Friday

Approximately 6 Hours *

A. Offices

1. Clean and vacuum Pastor Study and Church Office
2. Clean and vacuum Sanctuary
3. Place trash containers outside for pick-up

* Times are marked approximate because somedays may be longer or shorter depending on Church activities and conditions but total hours remain the same.

CLEANING REQUIREMENTS

- Clean 2 bathrooms near friendship hall on first floor
- Clean 2 bathrooms on 3rd floor
- Clean 1 bathroom near office
- Clean Church and School building
- Clean Offices and Quiet room
- 1---Clean each stool inside and out using bowl brush and 1/2 cup sanitizing liquid in each bowl once each week.
- 2---Spray urinal in mens room with sanitizing liquid and scrub with bowl brush then flush once each week. Place urinal block in same
- 3---Clean all sinks with comet or other cleaners once a week.
- 4---Clean mirrors with windex once a week.
- 5---Replace toilet paper in each stall when roll becomes reasonably small and place small roll on top of new roll.
- 6---Replace hand towel, paper as needed.
- 7---Check and replace hand soap in dispensers as needed each week.
- 8---Replace hang up deodorizer cubes and large bars as needed.
- 9---Spray bath rooms with Lysol deodorizer.
- 10---Mop the floors with spic and span every other week or as needed.
- 11---Vacuum the Church, offices and quiet room rugs once a week
- 12---Wipe the pews every other week
- 13---Dust all window sills once a week
- 14---Wipe any hand marks found on walls and painted surfaces
- 15---Clean spots from rugs as needed
- 16---Remove trash from both buildings on Tuesdays and Thursdays
- 17---Vacuum rugs on the 4th and 3rd floors as needed
- 18---Sanitize bathrooms on each week using spray or liquid.
- 19---Dust all furniture on 3rd and 4th floors every other week
- 20---Wash the glass cases in the pastors office 2 time a year
- 21---Use ones own initiative in the cleaning of the buildings.

A. J. Michaels Company
4512 York Road
Baltimore, MD 21212
410-435-5400

Aqua Plumbing
944 S. Clinton Street
Baltimore, MD 21224
410-563-0300

Howard Carter & Sons, Inc.
7300 North Point Road
Baltimore, MD 21219
410-477-4800

FireLine
4506 Hollins Ferry Road
Baltimore, MD 21227
410-247-1422

Four Seasons Air Condition & Heating
5921 Moravia Park Dr
Baltimore, MD 21206
410-485-0800

Petro/ Marex Co.
P.O. Box 7827
Baltimore, MD 21221
1-800-645-4528

Rossmark Roofing
925 S. Baylis Stret
Baltimore, MD 21224
410-675-5440

Security Safe & Lock Co. Inc.
2061 York Road
Timonium, MD 21093
410-561-0960

Watts Window Cleaning, Inc.
4633 Benson Avenue
Baltimore, MD 21227
410-536-0514

Property Chairperson Keys

- 2 Keys-- Dillon Street Door Upper and Lower
- 2 Keys-- East Ave. Door
- 1 Key-- Alley Door
- 1 Key-- Office, Quite Room, Storage bottom of steps, and boiler room
- 2 Keys-- Choir Room front and back
- 1 Key-- Storage in kitchen & friendship hall
- 1 Key-- Exit doors 2nd floor
- 1 Key-- Libary
- 1 Key-- Storage 2nd floor rear
- 1 Key-- Storage right side of stage
- 1 Key-- Workroom left side of stage
- 1 Key-- Storage- Casa de Restauracion
- 1 Key-- Nursury 3rd Floor
- 1 Key-- Exit bars Gym
- 1 Key-- Cabinet in office
- ~~3~~ Keys-- ???