

## MONTHLY CLEANING CHECKLIST

**Cleaning Supplies** are located in the janitors closet off the Ante Room, in the kitchen cabinet, and under the kitchen sink.

**Entire Building** – Clean all walls and doors of any marks and all handles with spray cleaner and a damp rag; clean all glass and mirrors with glass cleaner and newspapers; vacuum all carpets (move furniture); sweep and mop all tiled floors with attention to the corners; clean baseboards and door moldings; remove all cobwebs; and dust all wooden furniture with Pledge.

### **Kitchen**

- Wash inside and outside of refrigerator and throw out all old/opened food
- Clean outside and top of all cupboards, and door moldings
- Clean all counter tops, sinks, splashboard areas, and rolling carts
- Wash out all trash containers
- Clean ovens and gas stove top (DO NOT clean the filters)
- Clean top of vent hood (avoid sprinkler system)

### **Dining Room**

- Wipe off all tables and chairs (Fabric seats may be cleaned with mild soap and water.)
- Check for marks on the walls and posts - clean as necessary
- Clean outside and top of cupboards
- Clean counter top with particular attention around coffee maker
- Wash out trash container

### **Lodge Meeting Room**

- Dust all furniture, including piano, organ, desk, altar, stands, charter frames & lights
- Remove marks on walls, baseboards and door moldings
- Empty trash can under secretary's desk

### **Library**

- Dust all furniture
- Remove marks on walls, baseboards and door moldings

### **Entrance Area, Hallways and Anteroom**

- Dust all furniture and picture frames
- Remove marks on walls, baseboards and door moldings

### **Ladies Lounge**

- Dust all furniture
- Remove marks on walls, baseboards and door moldings

### **Office and Vault**

- Empty Trash and vacuum

### **Outside**

- Pick up all trash

Please complete report on reverse of this page and put in MTA mailbox located in the Library.

