

Tree of Life Open Bible Church - Cleaning Schedule



1036 Brookline Blvd Pittsburgh, PA 15226

Weekly Cleaning (6X per Week):

Twigs, Youth Room, Main Entry, Cafeteria, Back Classroom, Main Floor Kitchen, Hallways, Front Classroom, Pre-School Entry.

- Empty trash, replace liners, remove trash.
- Vacuum all carpeting, including walk-off mats.
- Dust all tabletop surfaces.
- Damp wipe accessible surfaces.
- Dust mop hard surface floors.
- Damp mop hard surface floors.
- Clean entrance door glass.
- Wipe and Fold cafeteria tables.
- Clean and disinfect drinking fountains and empty drip trays.
- Disinfect light switches and door handles.
- Place chairs on tables.
- Dust and damp wipe reception counter.

Weekly Cleaning (5X per Week):

Upstairs Stairwell, Main Landing, Lower-Level Kitchen.

- Empty trash, replace liners.
- Vacuum walk-off mats.
- Dust mop hard surface floors before damp mopping.
- Damp mop hard surface floors.
- Sweep/Vacuum stairs and then damp wipe.
- Disinfect handrails and light switches.
- Stock towels and hand soap.

Weekly Cleaning (3X per Week - Mon, Wed, Fri):

Social Hall.

- Dust mop hard surface floors before damp mopping.
- Damp mop hard surface floors.
- Vacuuming before mopping provides best results overall.

Exterior Picnic Table Area (1X per week):

- Empty exterior trash receptacles.

Restrooms (Twigs, Pre-School, Lower-Level/Basement, Pastor's Restroom, Admin Bathroom):

- Stock towels, tissue, hand soap.
- Empty trash receptacles.
- Clean and polish mirrors.
- Wipe towel cabinet cover/dispenser.
- Clean and sanitize toilets and urinals.
- Polish bright work.
- Disinfect light switches and door handles.
- Clean toilet seats with disinfectant.
- Scour and sanitize basins.
- Dust partitions, mirrors, and frames.
- Remove splash marks from walls.
- Mop and rinse floors.
- Replenish Soap, Toilet Paper, Towels.
- Sweep and Mop.

★ Trash All 5 Days

While the social hall is only mopped 3 times a week, the trash is cleared out every day.

■ Computer, Under Carpet, + Others 1 / Wk

- Youth Room, Back Classroom.
- Dust monitors and keyboards.
 - Damp mop floors.
 - Dust windowsills, return blinds.

★ Windows + Other 1 / Wk

Window Sills

▲ High Dusting 1 / Mnth

- Reception, Hallways, Offices, Conference, File, Restrooms.
- Perform high dusting (8 and below).
 - Dust windowsills, return blinds.