

KINGDOM HALL MONTHLY CLEANING CHECKLIST

The Cleaning Coordinator will ensure that all the tasks assigned are handled. Two elders will initial the bottom of the page and leave it in a designated place for the attention of the Cleaning Coordinator.

Congregation/Field Service Group

DATE:.....

TASKS	YES	NO
Remove dirt from ceiling area. (A broom tied to a pole could be used). Clean T&G Ceiling with a soft ceiling brush or a clean flat surface mop.		
Thoroughly clean all light fixtures, fans and furniture using a slightly damp cloth.		
Wash all vent blocks, louvers or wooden shutters and frames. (Any damaged or broken items should be reported for repair or replacement as soon as possible).		
Clean with damp cloth any dirt on walls, around light switches and above door/window levels where dust may settle.		
Wash Kingdom Hall floor with clean soapy water. Change water several times. *Only Mop floor area, if tiled.		
Wash out toilet areas thoroughly with water, soap bleach mixture. Start from the top and wash all walls and windows to remove dirt. Clean Toilet Door handles with disinfectant in a clean rag.		
Trim flowers and weed any grassy areas. Overturn and/or top up soil around flower beds. (<i>A member of the congregation should be assigned to regularly water the flowers</i>).		
Clean or remove litter from any gutters around Hall and drain any stagnant water around the Hall.		
A responsible brother should be assigned to keep stock and to maintain the storage area clean and organised.		
INITIALS		