

Calvary Chapel of Dixon
Weekly Cleaning-Winter/Spring-20170607

<u>Friday/Saturday</u>	<u>Scheduled Service</u>	<u>Team</u>	<u>Contact No.</u>
<i>3 Jun 2017</i>	<i>Kyle & Tony</i>	<i>3</i>	
<i>10 Jun 2017</i>	<i>Tony</i>	<i>4</i>	
<i>17 Jun 2017</i>	<i>Tony & Diana</i>	<i>1</i>	
<i>24 Jun 2017</i>	<i>Ray & Janice</i>	<i>2</i>	
<i>1 Jul 2017</i>	<i>Kyle & Tony</i>	<i>3</i>	
<i>8 Jul 2017</i>	<i>Tony</i>	<i>4</i>	
<i>15 Jul 2017</i>	<i>Tony & Diana</i>	<i>1</i>	
<i>22 Jul 2017</i>	<i>Ray & Janice</i>	<i>2</i>	
<i>29 Jul 2017</i>	<i>Kyle & Tony</i>	<i>3</i>	
<i>5 Aug 2017</i>	<i>Tony</i>	<i>4</i>	
<i>12 Aug 2017</i>	<i>Tony & Diana</i>	<i>1</i>	
<i>19 Aug 2017</i>	<i>Ray & Janice</i>	<i>2</i>	
<i>26 Aug 2017</i>	<i>Kyle & Tony</i>	<i>3</i>	
<i>2 Sep 2017</i>	<i>Tony</i>	<i>4</i>	
<i>9 Sep 2017</i>	<i>Tony & Diana</i>	<i>1</i>	<i>707-372-0792</i> <i>707-372-2972</i>
<i>16 Sep 2017</i>	<i>Ray & Janice</i>	<i>2</i>	<i>707-580-1817</i> <i>707-580-7507</i>
<i>23 Sep 2017</i>	<i>Kyle & Tony</i>	<i>3</i>	<i>707-514-6605</i> <i>707-372-0792</i>
<i>30 Sep 2017</i>	<i>Tony</i>	<i>4</i>	<i>707-372-0792</i>
<i>7 Oct 2017</i>	<i>Tony & Diana</i>	<i>1</i>	
<i>14 Oct 2017</i>	<i>Ray & Janice</i>	<i>2</i>	
<i>21 Oct 2017</i>	<i>Kyle & Tony</i>	<i>3</i>	
<i>28 Oct 2017</i>	<i>Tony</i>	<i>4</i>	

Please call Tony Jepson **(707-372-0792)** if you need to re-schedule or e-mail your changes to: ajjepson43@sbcglobal.net

Rooms & items we need to clean

Sanctuary & Stage:

- a. Vacuum floors (stage [very carefully] & seating)
- b. Spray artificial plants, Windex spray & wipe-off the podium
- c. Windex-wipe-off (do not spray) sound equipment
- d. Wipe-off chair legs & rungs

Bathrooms:

- a. Empty women's sanitary waste basket, **replace 4-gal. bag**
- b. Empty the waste baskets, at the doors
- c. Vacuum or sweep the floor (prep for mopping)
- d. Scrub toilet bowl with the Toilet-Wand:
 - i. Under-side of the rim
 - ii. Water-line stains
- e. Spray disinfectant & wipe-down:
 - i. Toilet outsides: bowl, seat & cover, tank & handle
 - ii. Support bars, toilet paper holders
 - iii. Dispensers: toilet seat tissue & women's sanitary waste
 - iv. Sinks & fixtures
 - v. Handles, door knobs, & light switches (be careful)
- f. Windex spray mirrors
- g. Fill dispensers (if necessary):
 - i. Hand soap
 - ii. Paper towels
 - iii. Toilet seat covers

Classrooms (Pre-K/K, 1st-3rd, 4th-6th (130)) & Kid's Worship-room:

- a. Vacuum the floors (rugs & tile)
- b. Spray (Alcohol for Nursery) disinfectant & wipe-down:
 - i. Tables, countertops, sinks & fixtures
 - ii. Handles, door knobs, & light switches (be careful)
 - iii. Windex spray mirrors & door windows

Foyer:

- a. Vacuum floors & front entry tile & door sills & rugs
- b. Use **50/50 alcohol spray**
 - i. All front door-glass & windows,
 - ii. Sanctuary French door windows

Outside:

- a. Vacuum front entry tile & rugs
- b. Vacuum back sidewalks & alley (at least once a month)

Mop (use hot water with disinfectant floor cleaner only):

- a. Nursery Bathroom
- b. PreK-K Classroom with tile floors
- c. Men's & Women's bathrooms
- d. Foyer & Hallway tile
- e. **Rinse mop w/clean water, b4 storage**
—use front entry faucet & street gutter for disposal.