

Activity Involved:

- Clean upper areas first before cleaning chairs and floor. Thoroughly remove all spider webs and dust from trusses. A broom tied to a bush pole or piece of bamboo can be used. Thoroughly clean all light fixtures, fans and then furniture
- Clean all vent blocks, louver windows, burglar bars and frames as well as wooden shutters. Ensure that any damage or breakage is repaired or replaced within the next week.
- Clean with damp cloth any dirt on walls, especially around light switches and handles and above door/window levels where dust may settle.
- Repair or replace switches, bulbs, locks, handles, furniture, doors and others that may be faulty, loose, burnt, broken or otherwise damaged
- Cut and weed any grass on the property at least once in the month
- Trim flower bushes. Overturn and/or top up as necessary soil in flower pots or beds
- Clean or remove dirt and/or garbage from any gutters around Hall. Also check for and drain any stagnant water around the outside of the hall. Thoroughly clean the toilets.
- Wash Kingdom Hall floor with clean soapy water. Change water several times so that you are not using dirty water to clean. In dry season this may have to be done two times per month.
- Restock cleaning materials and supplies to last for at least another full month. [Note! A responsible brother should be assigned to keep the storage area neat, well stocked and in order]

The coordinator of the body of elders should ensure that the cleaning schedule is posted on the announcement board and kept up to date. He will make sure that all groups are aware of their assignments. The *Cleaning Coordinator* will assist so that this is done accordingly and all supplies needed are on hand.