

KINGDOM HALL CLEANING GUIDELINE

THE MAINTENANCE AND CLEANING OF A KINGDOM HALL ARE THE RESPONSIBILITY OF THE BODY OF ELDERS AND THE CONGREGATIONS USING THE HALL. These guidelines are to assist the bodies of elders and the congregations in this very important work. Please apply the principles outlined below as much as possible. The aim is to reinforce what is already being done so that our places of worship will at *all the times* be a fine reflection of the holiness of the God we serve and the message we preach. —Nehemiah 10: 38, 39.

WEEKLY CLEANING SCHEDULE

Assignment:	Field Service Group
Oversight:	Group Overseer/Assistant
Week Starting:	Date

EQUIPMENTS:

Cleaning Cloths Broom/Sweeping Dust pan and Handbrush Omo/Liquid Soap
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Work assignment:

DUSTING SOLUTION: A small amount of Omo or little drop of green soap to 1 gallon of water

- Starting from platform, sweep main hall, including magazine and literature counters, second hall and sound area.
- Put some dusting solution on a cleaning cloth and wipe speaker's stand on the platform, literature shelves and magazine counters, microphone cords;
- Then wipe louvers and chairs/benches and shelves including second hall and library shelves, doors and door knobs, contribution boxes, fire extinguishers, etc.
- Use clean soapy water to wash sinks, urinals, toilet and mop toilet floor. (*see instruction*)
- **Before and after meetings**, check toilets for water flow, toilet paper, and hand soap. Replace if necessary.
- All rags and dusters used should be washed and dried and then returned to the storage area neatly folded. (*A member of the group could be assigned this responsibility*).

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MONTHLY CLEANING SCHEDULE

Assignment:	Entire Congregation
Oversight:	Body of Elders/Group Overseers
Month of :	Month

EQUIPMENT:

Ladder Spider web brush Dusting cloths and Sponge Liquid soap/omo powder Bleach (parazone)
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Work assignment:

DUSTING SOLUTION: A small amount of Omo or little drop of green soap to 1 gallon of water

- Starting from one end of the Hall, use spider web brush to remove cobwebs from roof trusses.
- Using a secure ladder, wipe light fixtures, fans, louvers, top edge of noticeboard, top of speakers, with a cleaning cloth dampened with dusting solution. (Rinse cloth in solution regularly).
- Remove all books from library shelves, and wipe shelves clean. Then rearrange books vertically on the shelves.
- With damp cloth, wipe any dirt on walls, around light switches and above door/window levels where dust may settle.
- Wipe microphone cords.

CHAIRS/BENCHES:

- Remove all chairs from hall.
- Fill a bucket with water. Add a little amount of liquid soap or Omo and a little bleach and use sponge to scrub plastic benches rinse and wipe dry. For wooden chairs damp cloth with dusting solution and wipe whole chair.
- Mop Kingdom Hall floor with clean soapy water. Change water several times
- Wash out toilet areas thoroughly with water, soap bleach mixture. Start from the top and wash all walls and windows to remove dirt. (*See monthly instruction*).
- Trim flowers and weed any grassy areas. Overturn and/or top up soil around flower beds. (*A member of the congregation should be assigned to regularly water the flowers*).
- Clean or remove litter from any gutters around Hall and drain any stagnant water around the Hall.
- All rags and dusters used should be washed and dried and then returned to the storage area neatly folded. (*A member of the group could be assigned this responsibility*).
- A responsible brother should be assigned to keep stock and to maintain the storage area clean and organised.

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ANNUAL CLEANING SCHEDULE

Assignment:	All Congregations using Hall
Oversight:	Operating/Maintenance Committee
Time of Year:	Memorial season/ September

EQUIPMENT:

Ladder Spider web brush Dusting cloths and Sponge Liquid soap/omo powder Bleach (parazone)
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It is suggested that there be two annual cleaning. (i) During Memorial season and (ii) beginning of the new service year (September).

Work assignment:

DUSTING SOLUTION: A small amount of Omo or little drop of green soap to 1 gallon of water

- Starting from one end of the Hall, use spider web brush to remove cobwebs from roof trusses.
- Using a secure ladder, wipe light fixtures, fans, louvers, top edge of noticeboard, top of speakers, with a cleaning cloth dampened with dusting solution. (Rinse cloth in solution regularly).
- Remove all books from library shelves, and wipe shelves clean. Then rearrange books vertically on the shelves.
- With damp cloth, wipe any dirt on walls, around light switches and above door/window levels where dust may settle.
- Wipe microphone cords.

CHAIRS/BENCHES:

- Remove all chairs from hall.
- Fill a bucket with water. Add a little amount of liquid soap or Omo and a little bleach and use sponge to scrub plastic benches rinse and wipe dry. For wooden chairs damp cloth with dusting solution and wipe whole chair.
- Mop Kingdom Hall floor with clean soapy water. Change water several times
- Wash out toilet areas thoroughly with water, soap bleach mixture. Start from the top and wash all walls and windows to remove dirt. (*See monthly instruction*).
- Trim flowers and weed any grassy areas. Overturn and/or top up soil around flower beds. (*A member of the congregation should be assigned to regularly water the flowers*).
- Clean or remove litter from any gutters around Hall and drain any stagnant water around the Hall.
- All rags and dusters used should be washed and dried and then returned to the storage area neatly folded. (*A member of the group could be assigned this responsibility*).
- A responsible brother should be assigned to keep stock and to maintain the storage area clean and organised.

FASCIA BOARDS:

- Add a reasonable amount of bleach (or parazone) to half a bucket of water
- First remove cobwebs from fascia with spider web brush.
- Please stand on a safe ladder, and with a cleaning cloth dampened with bleach solution, wipe fascia board around entire Kingdom Hall.

Where necessary, painting may be done, chairs and benches repaired. All should be maintained in good condition.

CLEANING EQUIPMENT AND SUPPLIES

- **Rags, mops and dusters:** A good supply of these should be available in the storage room shelves or cupboards for cleaning. Old clothes, sheets or towels that are no longer useable may be donated to be used for cleaning. These may be cut into appropriate sizes. If mops are purchased they should be good quality along with a bucket and a squeezer. The important thing is that there should be enough rags and dusters and that they should be cared for and well organized.

In the cupboard used for cleaning supplies, different rags and dusters should be *organized and separated and clearly marked* as to their specific use, such as for windows, furniture, sinks, tiles, toilet bowls, toilet floors and other floors. Some of these may have a double use. For example the dusters used to clean windows may be used also for fans and furniture. **But those used for cleaning toilet bowls should never be used for other purposes.** These should be kept separate and only used to clean toilets.

After each workweek, all used rags or dusters should be washed, completely dried in the sun, neatly folded and returned to designated storage places. Never store wet or dirty things in the storage cupboard. It is good to have enough dusters so that there is always a dry and clean set in storage while another is in use. When mops are used always rinse well after use and hang for drying. Store only dry mop heads in the cleaning cupboard.

Please keep in mind that when cleaning cloths and mops are dried in the sun they should be out of sight and not hung on walls and gates for days at a time. This is unsightly and detracts from the appearance of the Hall.

- **Brooms:** All brooms are to be returned to designated storage places and *neatly stored*. Old worn out and unusable brooms should be thrown away and replaced with new ones.
- **Ceiling Brushes:** Always store in a clean condition
- **Waste Baskets:** Wastebaskets should not be kept in the toilets for used toilet paper. All used toilet paper should be thrown down the hole of the pit toilet or flushed down the W/C or squatting toilet. It will take some education to change this habit, but should be strongly emphasized. Female sanitary pads should never be flushed down toilets but can be burned or thrown into the hole of a pit or KVIP toilet.
- **Large Trash Containers:** One or two of these containers with lids should be kept outside, out of sight. They need to be emptied each week.
- **Toilet Bowl Brushes:** These need thorough washing after each cleaning session. When worn out, throw away and buy new ones.
- **Sink Sponges:** Rinse out soap from sponge and rinse well before storage

SUPPLIES THAT NEED TO BE AVAILABLE AT ALL TIMES INCLUDE:

- **Water:** Water is the **most important requirement** for keeping a Kingdom Hall toilet clean and odor-free. Arrangements should be in place for a flow of water in W/C or Squatting units at all times. If there is no running water, obtain barrels from the market and use these for storing water. Small storage tanks with a tap may be acquired for hand washing if piped water is not available. The group assigned to clean for the week will be responsible for keeping water storage containers filled.
- **Toilet paper:** It should never run out in the toilets. Advance planning should make this possible.
- **Soap:** Use OMO powdered soap or any other detergent that is readily available for cleaning all surfaces. Both of these cleaning agents have disinfectant qualities. Use Key soap or any other that is available for hand washing. These items should always be in stock.
- **Disinfectants:** Have a supply of PARAZONE (bleach) for mixing with soap and water during scrubbing. Other available and affordable disinfectants may be purchased. Please always be sure to **read carefully the instructions for use of the disinfectant and ensure that it is stored in the cleaning cupboard out of the reach of children.** Please see pages 5&6 for a toilet cleaning guide.
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SAFETY

When the use of ladders or other supports are required for cleaning or repairs, every effort should be made to ensure the safety of such equipment and those using them. When cleaning very dusty areas such as within the trusses, protect the nose with a slightly damp handkerchief tied around the mouth and nose. During the cleaning of toilets or urinals, do not use the same cloth to clean the sinks, walls and seats. In all cases, hands should be thoroughly washed with soap and water after each cleaning session.

CONCLUSION

At Proverbs 21:5, the wise man wrote: “The plans of the diligent one surely make for advantage, but everyone that is hasty surely heads for want.” Here we find a key principle that can help all of us to keep up our maintenance and cleaning schedules—**advance planning**. It should be possible to *always plan ahead* for what is to be done. Who will do the work? When and how will it be done? Such advance planning, even in things that may be considered ‘least’, works “for advantage”. With all elders, ministerial servants and publishers working in harmony, our Kingdom Halls will continue to reflect Jehovah’s glory and give a powerful witness in the communities we live in.

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WEEKLY TOILET CLEANING SCHEDULE

Assignment:	Field Service Group
Oversight:	Group Overseer/Assistant
Week Starting:	Date

EQUIPMENT:

Parazone Green soap or Omo powder Sponge, Gloves Mop bucket Mop head and pole Clean dusting clothes
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Work assignment:

DUSTING SOLUTION: A small amount of Omo or little drop of green soap to 1 gallon of water

- Put on gloves and sweep toilet floor.
- Pour a little amount of bleach (parazone) into toilet bowl.
- Using toilet brush, clean inside of toilet brush holder, bottom of seat, rim, and inside of toilet bowl and hinges between bowl and lid.
- Leave toilet brush handle between seat and rim allowing water to drain inside bowl.
- Make some soapy water and using a sponge, thoroughly clean inside of sink, tap, and areas between taps and drain hole. Rinse tap and sink and wipe dry with clean cloth.
- Wipe tile around sink and wipe under sink. Wipe toilet paper holder.
- Wipe top of toilet tank, sides of tank, top of toilet lid, bottom of lid, top of rim and toilet bowl, flush chemical from toilet bowl.
- Mop floor.
- Remove gloves and wash your hands thoroughly with soap and water.

URINAL

- Flush inside of bowl.
- Pour a little amount of bleach in bowl.
- Using toilet brush scrub inside of bowl thoroughly.
- Wipe outside of the bowl with bleach solution.

KVIP

- Sweep floor.
- Mix half gallon of water with a little amount of bleach (parazone) and Omo (or green soap).
- Scrub seat with broom and scrub floor.

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MONTHLY TOILET CLEANING SCHEDULE

Assignment:	Entire Congregation
Oversight:	Body of Elders/Group Overseers
Month of :	Month

EQUIPMENT

Spider web brush with pole.
Ladder, Scrubbing brush with pole.
Sponge, Dusting cloths.
Mop bucket, mop head and pole.
Broom and dust pan

Work assignment:

DUSTING SOLUTION: A small amount of Omo or little drop of green soap to 1 gallon of water

- Starting from one end use spider web brush remove cob web from ceiling and corners.
- Stand on ladder and wipe louvers window frames, top edge of door with dusting solution rinse cloth as needed
- Sweep floor.
- Pour a little bleach into toilet bowl using toilet brush clean brush holder, bottom of seat, top of rim and inside of bowl. Use tooth brush to clean hinges. Leave toilet brush handle between seat and rim allowing water to drain inside bowl.
- With half gallon of water pour a little amount parazone or bleach and wipe washroom tiles.
- With same bleach solution wipe entire door knob.
- Use sponge to clean inside of sink thoroughly include tap and drain hole rinse tap and sink and wipe dry.
- Damp a clean cloth with bleach solution wipe toilet paper holder, top of toilet tank, tank, top and bottom of lid, top of seat and toilet bowl
- Scrub floor and wipe dry

STORAGE

- Remove everything from storage shelves.
- Remove cob webs from corners of shelves.
- Wipe or clean shelves with damp cloth and allow to dry.
- Wipe or clean items or equipment.
- Rearrange the things on the shelves.
- All rags and dusters used should be washed and dried and then returned to the storage area neatly folded. (*A member of the group could be assigned this responsibility*).