

KINGDOM HALL WEEKLY CLEANING CHECKLIST

The group overseer and/or his assistant will ensure that all the tasks assigned are handled. They will initial the bottom of the page and leave it in a designated place for the attention of the Maintenance coordinator/Operating committee member

Group:

Date:

TASKS FOR MIDWEEK	YES	NO
Pick up litter around the Hall before the meeting. Litter should be properly discarded off.		
Clean all louvers, vent blocks or wooden shutters and dust benches and other furniture before the start of each meeting. Check toilets for water flow, toilet paper, and hand soap, replace if necessary before the start of each meeting.		
Sweep entire floor after each meeting and properly discard off litter. If floor is Tiled; mop with clean water and detergent.		
Use clean soapy water and disinfectant to wash sinks, urinals, and toilet and mop toilet floor after the meeting. . Clean toilet door handles with disinfectant.		
All rags and dusters used should be washed and dried and then returned to the storage area neatly folded. <i>(A member of the group could be assigned this responsibility).</i>		
INITIALS		

NOTES:

TASKS FOR WEEK END	YES	NO
Pick up litter around the Hall before the meeting. litter should be properly discarded off.		
Clean all louvers, vent blocks or wooden shutters and dust benches and other furniture before the start of each meeting. Check toilets for water flow, toilet paper, and hand soap, replace if necessary before the start of each meeting.		
Sweep entire floor after each meeting and properly discard off litter. If floor is Tiled; mop with clean water and detergent.		
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