**CLEANING LIST FOR COMMUNITY CENTER**

**KITCHEN**

o De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under tables, lampshades, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust

o Clean outside of refrigerator, including handles, ice/water dispenser, top, and vacuuming the bottom part that houses the filter

o Clean inside of refrigerator, including shelves and drawers

o Spot clean walls, door frames, paying special attention to the walls around the stove

o Dust the cabinet fronts and knobs, with special attention to the grime that collects on and around the cabinet handles and knobs

o Clean and polish all countertops and surfaces

o Clean the stove top and burners

o Clean and polish the outside oven door and handle

o Clean the inside of the oven

o Spot check and clean smudges and fingerprints from all windows and glass

o Empty the trash and wipe down the trash container. Replace liner.

o Rinse, wipe out, and disinfect the inside of the trash container

o Clean light switches

o (optional) clean inside/straighten cabinets and pantry

o Sweep and mop floor

o Shake/ vacuum rugs

o (Optional) Wax/polish floor

**BATHROOMS (3)**

o Clean toilet stool including all interior and exterior surfaces, base, and floor/wall area.

o Polish all mirrors

o Clean and polish sinks and sink fixtures

o De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, under counters and cabinets, around pictures on walls, windowsills, and any other place that there may be spiderwebs and dust

o Dust all cabinets and cabinet tops

o Dust/clean and organize all jar tops, bottles, sprays, etc. on top of counters

o Clean and mop/vacuum the floor

o Run duster over woodwork and trim

o Spot clean doors and cabinet doors with special attention around the doorknobs

o Clean light switches

o Empty wastebasket and replace liner

**ASSEMBLY ROOM**

o De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust

o Clean light switches

o Vacuum floor and rugs

o Dust baseboards of room

o Empty wastebasket and replace liner

o Spot clean smudges from any windows and glass

o Tidy up the room and both closets

o Spot vacuum or dust the curtains and blinds

o Dust and polish all furniture

**HALLWAYS**

o Sweep, using broom or crevice tool along all edges and corners

o Dust baseboards

o De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the stairway, all the light fixtures, ceiling fans, around pictures on walls, windowsills, lampshades, radiators, and any other place that there may be spiderwebs and dust

o Spot clean all windows

o (optional) remove all cushions from couches and chairs and vacuum underneath

o Dust radiators

o Spray air freshener

o Dust/polish telephone bases and handsets

o Spot dust dried floral arrangements and other decorating accessories

o Dust and spot clean all dining room chairs, with special attention to armrests and top backs of chairs

o Polish top of dining room table

o (optional) Change water in flower vases/ throw away withered floral arrangements

o (optional) Water plants

o (optional) Tidy room and put stray items away

**FRONT PORCH**

o Sweep and tidy front porch or outdoor entrance

o De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, lampshades, windowsills, and any other place that there may be spiderwebs and dust

o Sweep and mop floor

o Sweep or shake out rugs

o Spot clean all windows

**MONTHLY /QUARTERLY/SEMI-ANNUAL/YEARLY JOBS**

Note: These jobs are all typically considered optional or special jobs

o Wax floors (Semi-Annual)

o Wash windows inside and outside (Quarterly)

o Clean cloth chairs (Monthly)

o Clean ceiling fans (Monthly)

o Empty pantry, clean shelves, reorganize pantry items on shelves (Quarterly)

o Shampoo carpets (Semi-Annual)

o Vacuum drapes / clean window frames (Quarterly)

o Clean window air conditioner filters and room air cleaning filters (Quarterly)

o Clean walls and floor of outdoor entryway /porch/ deck (Semi-Annual)

o Wash down baseboards/walls/ detail clean corners of rooms (Yearly)

o Pull out furniture and clean and vacuum exposed floor and walls (Quarterly)

o Remove all cushions from couches and chairs and thoroughly vacuum cracks and crevices of furniture before replacing (Quarterly)

o Shampoo all upholstery (Semi-Annual)