

Month: **January** Cleaning Month Week#_ _ ; (Special Event May Change Cleaning hours) Page #1
TBC Building Cleaning Specifications_____ Updated: _____

Description:

Month/Week#: DUSTING– High Elevations

Location: Old Building Basement

Details & Special Notes:

**High Elevations all rooms – esp spider Webs
door frames, pictures, & recessed lights.**

Sug: One Person takes Jobs 1&2, Then 3&4

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Description:

Month/Week#: DUSTING– High Elevations

Location: Auditorium Halls Lobby Classes

Details & Special Notes:

High Elevations – esp spider Webs – use extension Duster. Door frames, corners, vents, light fixtures, recessed lights.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Month: **January** Cleaning Month Week# __ ; (Special Event May Change Cleaning hours)Page #3
TBC Building Cleaning Specifications_____ Updated: ^d

Description:

Month/Week#: DUSTING– High Elevations

Location: New Building 1st Floor

Details & Special Notes:

All rooms, – esp spider webs, use extension duster - Door frames, corners, vents, light fixtures, recessed lights, -- skip gym.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Month: **January** Cleaning Month Week# __ ; (Special Event May Change Cleaning hours)Page #4
TBC Building Cleaning Specifications_____ Updated: ^d

Description:

Month/Week#: DUSTING– High Elevations

Location: New Building 2nd Floor

Details & Special Notes:

Use extension Duster.

Door frames, corners, vents, light fixtures, recessed lights.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Month: **January** Cleaning Month Week# __ ; (Special Event May Change Cleaning hours)Page #5
TBC Building Cleaning Specifications_____ Updated: ^d

Description:

Month/Week#: DUSTING– Low Elevations

Location: Old Building basement floor

Details & Special Notes:

Low Elevations– all rooms all horizontal areas where dust can lay. Use multicolored poly dusters.

Thank you for serving! area.REMEM: Ps 19.9"The Fear of the Lord is CLEAN!"

TBC Building Cleaning Specifications ____ Updated: ^d

Description:

Month/Week#: **DUSTING**– Low Elevations

Location: **Auditorium Halls Foyer Rooms**

Details & Special Notes:

Low Elevations– all rooms all horizontal areas where dust can lay. Use multicolored poly dusters.

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

TBC Building Cleaning Specifications ____ Updated: ^d

Description:

Month/Week#: **DUSTING**– Low Elevations

Location: **New Building basement** floor

Details & Special Notes:

Low Elevations– all rooms all horizontal areas where dust can lay. Use multicolored dusters. Detail Important, each room same.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

TBC Building Cleaning Specifications ____ Updated: ^d

Description:

Month/Week#: **DUSTING**– Low Elevations

Location: **New Building Second** floor

Details & Special Notes:

Low Elevations– all rooms all horizontal areas where dust can lay. Use multicolored dusters. Detail Important, each room same.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

TBC Building Cleaning Specifications____ Updated: ^d

Description:

Month/Week#: Nursery Special Procedures

Location: Nursery, Nursing, Toddler Rooms

Details & Special Notes:

Detail cleaning– dust all areas high & low, clean out cabinets, sanit counters, walls, toys; labeling and all signs renewed, deodorize.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

TBC Building Cleaning Specifications ____ Updated: ^d

Description:

Month/Week#: Kitchen Special Procedures

Location: Kitchen Old Building

Details & Special Notes:

Clean microwaves, walls, counters, ovens (self cleaning set night before), organize, clean inside cabinets, label, Inside/out of refrigerators. Etc.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Description:

Month/Week#: Kitchen Special Procedures

Location: Kitchen New Building

Details & Special Notes:

Clean microwaves, walls, counters, ovens (self cleaning set night before), organize, clean inside cabinets, label, Inside/out of refrigerators. Etc.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 10 a

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: Trash Containers

Location: Old Building—ask for demo!*(If nec)

Details & Special Notes:

1. Bag & empty to Dumpster each. 2. Clean with disinfectant Including larger containers. especially.3. DRY! 4. Reline, esp. secure tops!*

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 10 a

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: Trash Containers

Location: New Build.–ask for demo!*(If nec)

Details & Special Notes:

1. Bag & empty to Dumpster each. 2. Clean with disinfectant—including larger containers especially.3. DRY! 4. Reline, esp. secure tops!*

Thank you for serving! area. REMEM: Ps 19.9"The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: POLISHING

Location: Old Building Aud. Light Fix.& Fans

Details & Special Notes:

Use Ladder, polish, soft cloths. Spray polish on cloth always! (Not over carpet/pews/floor!) Careful of lights and fixture's brittle properties.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: POLISHING

Location: Old Build 1st Halls,Fans,Light Fix.

Details & Special Notes:

Use Ladder, polish, soft cloths. Spray polish on cloth always! (Not over carpet/pews/floor!) Careful of lights and fixture's brittle properties.

Thank you for serving! Ps 19.9"The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: POLISHING

Location: Old Build Auditorium Pews

Details & Special Notes:

Use polish, soft cloths. Spray polish *on cloth* only! (Not over carpet/pews/floor!)Keep polish off up—also get backs & undersides of pew.

CHECK FOR GUM UNDERNEATH. – Thank you for serving! Ps 19.9"‘The Fear of the Lord is CLEAN!’"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: POLISHING

Location: New Building 1st Flr. Fans, Lt. Fix.

Details & Special Notes:

Use Ladder, polish, soft cloths. Spray polish on cloth always! (Not over carpet/pews/floor!) Careful of lights and fixture's brittle properties.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: POLISHING

Location: New Building 2nd Fl. Fans, Lgt Fix.

Details & Special Notes:

Use Ladder, polish, soft cloths. Spray polish on cloth always! (Not over carpet/pews/floor!) Careful of lights and fixture's brittle properties.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 10 a

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: DUSTING & ORGANIZE

Location: Baptistry, Missionary Closet

Details & Special Notes:

Dust high & low areas, exhaust fan, check for problems, Organize & dust detail of all closets, shelves, molding, carts, av equip. etc.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: DUSTING & ORGANIZE

Location: Sound Rooms (Set up new build?)

Details & Special Notes:

Dust high & low areas, check for problems, Organize & dust detail of all shelves, molding, carts, av equip. etc.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: LIGHTING BULBS

Location: Exit Light Fixtures BOTH Buildings

Details & Special Notes:

Replace blown-out 7 watt bulbs old fixtures, other bulbs new building. Dust or clean as necessary in/outside of fixtures.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: LIGHTING BULBS

Location: Overhead Light Fix BOTH Build.

Details & Special Notes:

Replace blown-out florescent bulbs old fixtures, other bulbs new building. Dust or clean as necessary in/outside of fixtures. Skip Gym.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: SPOT-WASHING– walls

Location: Old Building

Details & Special Notes:

Check for finger prints around doors, walls, frames, areas near trash containers, etc., Use Spray 9.

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: SPOT-WASHING– walls

Location: New Building

Details & Special Notes:

Check for finger prints around doors, walls, frames, areas near trash containers, etc., Use Spray 9™.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: WINDOW WASHING

Location: All Door Entrys Old & New Build.s

Details & Special Notes:

Use ammonia glass cleaner & terry cloth towels.

Use scraper if necessary. Light mist on surface all you need. Use 2 towels, keep last DRY!

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: WINDOW WASHING

Location: Basemt Old Build. Get demo if nec

Details & Special Notes:

Use ladder, ammonia glass cleaner & terry cloth towels. Light mist on surface all you need. Use 2 towels, keep last to DRY– removes smears!

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: WINDOW WASHING

Location: 1st FI Old Build. Get demo if nec

Details & Special Notes: Get Corners!

Use ammonia glass cleaner & terry cloth towels. Light mist on surface all you need. Use 2 towels, keep last to DRY– removes smears!

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: WINDOW WASHING

Location: 1st FI New Build. Get demo if nec

Details & Special Notes: Get Corners!

Use ammonia glass cleaner & terry cloth towels. Light mist on surface all you need. Use 2 towels, keep last to DRY– removes smears!

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: WINDOW WASHING

Location: 2nd Fl New Build. Get demo if nec

Details & Special Notes: Get Corners!

Use ammonia glass cleaner & terry cloth towels. Light mist on surface all you need. Use 2 towels, keep last to DRY– removes smears!

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: WINDOW WASHING

Location: Outside New Build. Not D/H Lights

Details & Special Notes: Get Corners!

Use Extension ladder ammonia glass cleaner & terry cloth towels. Use 2 towels, keep last to DRY—removes smears! CAREFUL ON LADDER!

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: CHAIRS WASHING

Location: New building Gym White Plastic

Details & Special Notes:

Use damp cloth with Disinfectant & Dry cloth to polish. Check for gum underneath & scrape. Set aside those needing repair in tools rooms.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: CHAIRS WASHING

Location: Old building Basement Fellowship

Details & Special Notes:

Use damp cloth with Disinfectant & Dry cloth to polish. Check for gum underneath & scrape. Set aside those needing repair in tools rooms.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description: Set aside any needing repair in tools rooms.

Month/Week#: CHAIRS WASHING

Location: Old building Classrooms

Details & Special Notes:

Use damp cloth – spot as necessary with Disinfectant & Dry cloth to polish. Check for gum underneath & scrape.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description: Set aside any needing repair in tools rooms.

Month/Week#: CHAIRS WASHING

Location: New building Classrooms

Details & Special Notes:

Use damp cloth – spot as necessary with Disinfectant & Dry cloth to polish. Check for gum underneath & scrape.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8 a - 2 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: REST ROOM DETAILING

Location: Men's Room Old Buildings

Details & Special Notes:

- 1. Wash all walls, fixtures (toilets, etc.) stalls, cabinets, counters down with disinfectant. Dry with towel.**
 - 2. Clean, Refill all dispensers in/outside surfaces. 3. Clean Mirrors. 4. Disinfect/ Mop Floors**
- Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8 a - 2 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: REST ROOM DETAILING

Location: Women's Room Old Buildings

Details & Special Notes:

- 1. Wash all walls, fixtures (toilets, etc.) stalls, cabinets, counters down with disinfectant. Dry with towel.**
 - 2. Clean, Refill all dispensers in/outside surfaces. 3. Clean Mirrors. 4. Disinfect/ Mop Floors**
- Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8 a - 2 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: REST ROOM DETAILING

Location: Men's Room New Buildings

Details & Special Notes:

- 1. Wash all walls, fixtures (toilets, etc.) stalls, cabinets, counters down with disinfectant. Dry with towel.**
 - 2. Clean, Refill all dispensers in/outside surfaces. 3. Clean Mirrors. 4. Disinfect/ Mop Floors**
- Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8 a - 2 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: REST ROOM DETAILING

Location: Women's Room New Buildings

Details & Special Notes:

- 1. Wash all walls, fixtures (toilets, etc.) stalls, cabinets, counters down with disinfectant. Dry with towel.**
- 2. Clean, Refill all dispensers in/outside surfaces. 3. Clean Mirrors. 4. Disinfect/ Mop Floors**

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8 a - 2 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: REST ROOM DETAILING

Location: Nursery

Details & Special Notes:

- 1. Wash all walls, fixtures (toilets, etc.) stalls, cabinets, counters down with disinfectant. Dry with towel.**
 - 2. Clean, Refill all dispensers in/outside surfaces. 3. Clean Mirrors. 4. Disinfect/ Mop Floors**
- Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: INTERIOR DOOR GLASS

Location: Old Building

Details & Special Notes:

Clean door glass in all interior doors, Dry cloth polish, be sure to clean corners of door glass, and do both sides. Mist lightly for glass, it reduces streaking.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: INTERIOR DOOR GLASS

Location: New Building

Details & Special Notes:

Clean door glass in all interior doors, Dry cloth polish, be sure to clean corners of door glass, and do both sides. Mist lightly for glass, it reduces streaking.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: MAINTENANCE

Location: Old Building

Details & Special Notes:

Lubricate with silicone spray all hinges on all doors– classes, closets, any hinges visible.

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: MAINTENANCE

Location: New Building

Details & Special Notes:

Lubricate with silicone spray all hinges on all doors– classes, closets, any hinges visible.

Thank you for serving! Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: MAINTENANCE

Location: All Units

Details & Special Notes:

Clean all furnace filters. See Pastor Rowley or Al Meleg for specific directions.

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: MAINTENANCE

Location: All Areas

Details & Special Notes:

**Clean tops and inspect for repairs of
all *folding tables*. Leave those requiring repair in tool room.**

Thank you for serving! Ps 19.9 "The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: MAINTENANCE

Location: Parking Lot Lighting

Details & Special Notes:

Replace Sodium Parking Night Light (Front)– overheating problem. Check to see if bulb is problem

Check other lights and diffuser GLASS and replace as necessary if possible.

Thank you for serving! area. REMEM: Ps 19.9" The Fear of the Lord is CLEAN!"

Month: _____ Page # ; If Special Hours: : 8- 12 p

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#: MAINTENANCE

Location: Mission Closet EXTERIOR DOOR

Details & Special Notes:

Sand and, with exterior base white, paint outside of entry door. Check for other painting projects outside as well.

Thank you for serving! ger, please STOP and join in our prayer at New Building Kitchen area. REMEM: Ps 19.9 "The Fear of the Lord is CLEAN!"

TBC Building Cleaning Specifications _____ Updated: ^d

Description:

Month/Week#:

Location:

Details & Special Notes:

Thank you for serving! Food will be served to all coming today at 12n to 12:45. When you hear bell ringer, please STOP and join in our prayer at New Building Kitchen area. REMEM: Ps 19.9 "The Fear of the Lord is CLEAN!"