

Truth Baptist Church  
60 Burnham Street  
S. Windsor, CT 06074



860 - 289-8976

Jim Rowley, Pastor

Eli Rodriguez, Youth Pastor

Keith Tower, Executive Pastor

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### Supervisor of Buildings Maintenance Memo

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Date: January 4, 2025

RE: Church Buildings Cleaners Building Cleaning Information UPDATE

To: Roger Wolf

Dear Roger,

Thank you for your willingness to take over the open position of building cleaner. This position is usually split between two cleaning families/ individuals each week for a total of 6-8 “man-hours” plus 2-3 “supplemental” cleaning projects hours for approximately \$8.00/hour. You are sharing the responsibility with Tricia Spooner.

The Specifications are all listed in detail in the notebook I have already shown you. **Please review this following list of basics for each week**, you will be expected to manage the basics list inside this letter, but also to be familiar with the full job. The notebook will consist of 1) time sheets for payment from Br. Scott, 2) Maps of the building, 3) Photos of the buildings/ grounds for reference point are not updated at this time but should be done by yours truly, 4) Annual calendar of weekly coded descriptions, 5) By-month divided pages (5 per month for universality) of cleaning Specifications, which will include basics above and projects lower on each sheet, and 6) (also needing updating by yours truly) any other reference documents, MSDS sheets for safety, equipment manuals and procedures, etc.

The following rooms are specially locked. Keys from individual(s) will be necessary, and limited to special times of the year for actual cleaning purposes, for maintaining these areas. As you know, insurance regulations require some of the following. Jannette Sullivan has keys to all offices/areas.

<u>Room</u>	<u>Keys from:</u>
1 Church office:	Janette Sullivan, Church staff
2 Pastoral Office	Harpers, Br. Pat, Pastor Rowley
3 Gym Toys closet	Pastors Rowley & Harper only (see Melanie if no other one available)
4 Computer Server:	(Off Balcony, Gym) Church Staff
5 Gym Sports Stor:	Pastor Harper/ Keith Tower
6 Soccer Grille;	Pastor Rowley, Pr Keith; Melanie Harper
7 New Garage;	Church Staff, Pastor Rowley

Page 2ff has basics and an outline of tips I'll be showing.

Br. Pat, PS 19.9 *The fear of the Lord is clean, enduring forever.*

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Listed below are the specifications for the TBC buildings cleaning. **These should be done *without fail* every week.** Using this *order* when you clean minimizes cleaning conflicts, especially if more than one cleaner is doing the cleaning. This list may be added to on the day I review it with you as necessary.

**Must do areas: 1) lobby, 2) rest-rooms (includes both buildings, and nurseries, toddlers areas for each, etc.), 3) kitchen (includes *checking condition should it need cleaning because some group or individual has not adequately cleaned after use both old and new building kitchens*) 4)Foyer and 5) Gym Building Foyer, and ramp.**

**1. Collect Trash.** Use the container on wheels. Reline any liner that: 1) has *any liquid wet or dried*, 2) has *dust*, or 3) is *torn* or is otherwise unsanitary or otherwise unacceptable. Be sure to "twist and tuck" the top to properly secure it, if someone else has failed to secure a liner not needing replacement, *secure please* as you empty the set of all each week.[Ask to see demonstration if you need to\*] Take the bag(s) out to the container(s) (old and new buildings each have one). Some classrooms deposit food into baskets but are not emptied after class period is over. Therefore *every classroom should be checked every week. Report all trash containers needing emptied whenever you cannot access the room to Br. Pat's auditorium janitorial closet rack with notebook for "notices-in-writing."*

**2. Door/Entry Area's Glass & Spot Washing.** This can be done anytime after arriving, but if alone should be done after (#1). It must include all **doors** both in the main entrances and auditorium. Use ammonia "glass cleaner" spray bottles and white terrycloth towels. Leave the soiled in the empty bucket marked or not "for Laundry."  
*Labor-Saver HINT:* Use sprayer sparingly, fold and keep folded towels, and dry-cloth polish as final surface clean: focus on fingerprints or soiled areas, then dry cloth wipe entire glass area as often the glass just needs a dry polishing to renew the surface.

*If needed* the job should be done thoroughly, using as much glass cleaner and rubbing as necessary. Please **include both drinking fountains**, and clean them with the *disinfectant*, not glass cleaner. *Don't forget to check door frames and hardware on door, and switches and switch-plates in each area wherever finger prints, spills and scuffs on kick plates can occur.*

[Restroom areas are marked as boxes as follows =   ]

**3. Rest-rooms. Please take the time *here* to do the job well.** After (or while) dumping trash above: (*‡The Restroom dispensers are to be inspected for empty or less than ½ inch product remaining before replacement by the non-restroom cleaners, the soap dispensers should be nearly collapsed inside.*)

**a. the Dispensers**, especially toilet tissue and towels , should be **restocked** as needed. *‡Do not change rolls before they are actually needed [more than one half inch of thickness on the roll , many double dispenser stalls can see one empty completely without stalls becoming without on both rolls.]* The soap dispensers *seldom* need changing [if you need , see how to see demonstration\*]. The towel and toilet paper dispenser keys are on special key rings either hanging in janitor's closets or in the medicine cabinet for the nursery's restroom. These towels must be fed properly when loaded [see demonstration\*]. These are roll-towel dispensers with a transfer-case function.

**b. Fixtures** should be cleaned:

- 1) clean *toilets* using the bowl cleaner; allow it to dwell 10 minutes to sanitize the porcelain. Use disinfectant in the spray bottle marked "Spray Nine" to spray seat and exterior and walls nearby both toilets and *urinals*.
- 2) clean *sinks* with the same disinfectant sprayer. (Cleaning etiquette tip: Do **not** use the same bowl mop in sinks.) Following this wash the mirrors, dispensers, door and walls near each fixture and near door handles and light switches in the room.

All stock should be on the shelves. If you clean on a week that I do not get them restocked, **remember there should always be more stock in boxes above the sink or otherwise in the janitor's closet.** You may open a box up to get new stock *if none is available*.

Truth Baptist Church, 60 Burnham Street, South Windsor

□3. **Floors.** (Including the rest-rooms.) Use the vacuums for the carpets--either uprights or the "Back-pack Coach or Hoover portable canisters. *Be sure to check as I have instructed vacuums and if necessary empty the bags (Hoover vacs especially)/dirt cup after you use them* (bring them out to the outside trash container and firmly shake or rap them-the cloth ones- against the edge to get the fine dust out). *This is the single best way to keep the vacuums operating at peak efficiency and ready for the next user!* Use the dust mop for the first level floor, old building or either of the two extended dust-mops for the gym floor (hung as illustrated on the walls each of old building and new building janitor closets) . □■ Use brooms or vacuum before wetting the fixtures *in the rest room floors. Always check the bag or container before you begin. Our newer vacuums have all washable dust cups and filters, PLEASE get help with servicing, operating and cleaning instructions before you attempt to clean. Know how to operate it before you use any vacuum.*

Mix 2-3 ounces of the floor detergent in 5 gallons of water in the bucket. Attach the mop-head to the handle. **Rest-room floors must be mopped each week.** *The kitchens and Gym and Fellowship rooms should be checked and at least spot-mopped if necessary. Floors can be 'speed-dried' using air movers stored in the closets when public use times cleaning is done. Signs for 'wet floor' are also available. All should be fully mopped at least once each month, and more frequently as building use increases.* When finished, **please note: remove the mop-head and place in the bucket for laundering with the rest of the cloths' used.** Do not put on top of other clean laundered mops!

By experience, these duties require about 4-6 hours weekly subject to special soiling factors some high-use weeks of the church calendar year.

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**Note, please. The following section should be done at other times than the above basics cleaning.**

**The Details!**

The above items are truly "the basics!" They only get us by from week to week. We now proceed to *the Details.* These are done according to the calendar schedule in the Cleaning Supervisor's Notebook.

Here is a list of sample **extras** to be done as supplement to the basics completed each week. **Application of the following fills out the overall building appearance and should be done regularly though they are not done weekly. Each week a new list applies. Be sure to preview the coming weeks to prepare for varying tasks as given in the notebook.**

<u>Freq.</u>	<u>Num.</u>	<u>Approximate Detail; full will be listed and is updated in the Notebook.</u>
Mthly	1.	Empty trash containers of <i>all classrooms</i> , spot wash walls especially around trash container locations, detail vacuum floors, for all rooms you have keys.
Mthly	2.	Floors Focus - All carpet areas; All hard floors wet mopped, spot cleaning baseboards walls.
Mthly	3.	Vacuum all carpeted rooms, including classrooms, offices, the sound room, baptistry, missionary closet/tv rooms too.
Mthly	4.	WALLS, KITCHENS and DETAILED AREAS: Spot wash around the electrical switch plates, door hardware and kick plates, banisters, walls and stalls. (Restrooms, Even numbered months; Nursery & Kitchen Detailing, Odd numbered months)
Mthly	5.	Dusting. Use the "poly-duster" and concentrate on all horizontal surfaces and then high elevation ceilings, and corners where webs are the main eyesore using the extended handle duster. <i>(This category is most often done incompletely. Please use a systematic approach.)</i>
Mthly	6.	Replace burned out lights in lobby candelabra, and wall sconces. Leave the replacing of ceiling and exit lights to those who maintain the building regularly if you do not know how to do this.
Mnthly	7.	Spot wash the walls, doors, telephones, desks, baseboards and similar areas. Check for any missed areas.
Mthly	8.	Sweep EXTERIOR WALKS especially near the entry areas, Dust webs off vinyl siding, and report any new damage done by vandalism, or unreported accidents.
Mthly	9.	Clean All Windows (Every Window to be cleaned every 4 months, calendar divides these into N,S,E,W facing exterior glass, but interior doors and other windows must be included. Get help if you do not know how to clean our replacement tilt-in windows.* <i>(This can be extended to each 8 months if other areas of building cleaning require more detail or frequency such as #4.)</i>

# 2025 Letter and Cleaning Specifications List

## Truth Baptist Church, 60 Burnham Street, South Windsor

Page 4

By experience, these duties require about 2-3 hours additional to weekly 'criticals budget' (Total weekly budget to observe is about 8 hours for both *bathrooms and basics*, though some weeks may require an extra hour subject to special soiling factors some high-use weeks of the church calendar year.)

### The Don'ts!

1. Do not clean or attempt to clean or dust **the musical instruments** without safe procedural knowledge in the auditorium. Ask a player if you have questions about this job.
2. Check with Nursery Coordinator before cleaning **furnishings in the nursery**. You need only vacuum the floors and empty trash, if any was left. [Normally diapers, especially, are (or should have been) removed after each service/day.]
3. Do not erase **notes or messages left on chalk/marker boards** in the classrooms.
4. **Please, return all equipment to where it belongs**, do not leave cleaning equipment where you finished with it; whether or not it was there when you first arrived. **You save others much time when you observe this simple rule!**
5. Do not **launder towels or mop-heads**. Use the buckets in each janitorial closet for such placements. We prefer to do monitor and collect them.
6. Don't hesitate to call if you have a special concern or need which has been over-looked. You may use our home phones 860-528-7205, Joseph's cell 860-922-6448, or my cell 860-655-9000.

Sincerely for the King,

Br. Pat

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