

WELCOME to the Truth Baptist Church Summer CLEANUP & WORK DAY, June 25, 2023

Saturday, 9:30 am -- about Noon

DESCRIPTION	VOLUNTEER(S)
1. DUSTING -- High Elevations & Special Details (look for spider webs!):	
a. door frames, hand rails, pictures, lobby benches & recessed lights.....	1. _____
b. corners of walls, above baseboards, ceiling fans, blinds	2. _____
c. light fixtures/ diffusers (cloth wipe if dusting not effective).....	3. _____
d. heat vents (auditorium, etc.); restroom exhaust fans, nurs. cabinet.	4. _____
2. SPOT & WINDOW WASHING (Including Window Sills)	
a. Auditorium;	1. _____
b. Academy wing;	2. _____
c. Basement (2 people.) Spot wash any blinds as needed.	3. _____
(Check for extra 4' or 6' step ladders new boiler/ tool room).	4. _____
d. Exhaust Fans, Cabinets/Vanity cleaning of all restrooms..	5. _____
3. POLISHING -- All Hardwood & moldings, ornaments and Lighting	
a. door kickplates, door hardware.....	1,2. _____
b. sconces, chandeliers (use 10-12 ' ladders in gym tool room)..	3,4. _____
c. French wood work (Auditorium).....	5. _____
d. wood trim in Auditorium	6. _____
e. wood trim in School & Hall/Foyer & doors.....	7, 8. _____
f. wood trim in Basement & Stairs down & doors.	9, 10. _____
4. VACUUMING (Especially detailed areas, ideally done <i>after 11am</i>)	
a. Fellowship Room & downstairs and hallways -- corners, edges.	1. _____
b. Auditorium chairs.	2. _____
c. Baptistry(Gym)--vac,then damp wipe, dry, apply furniture wax w/cloth. .	3. _____
5. KITCHEN Old, New	
a. Clean all electric ovens & stoves	1, 2. _____
b. Clean microwaves, conv oven, coffee makers and refrigerator.	3, 4. _____
c. Dust & Spot wash cabinets, counters & sink.....	5. _____
d. Sort, organize and clean inside each cabinet.	6. _____
6. TRASH CONTAINERS -- Change every liner and clean each container with disinfectant <u>Spray 9</u> before relining. Also spot wash near the top of each container's location (e.g. walls, corners...)	
a. Upstairs and downstairs.	1. _____
7. LANDSCAPING (See Melanie Harper, Deanna Rowley)	
a. Prune and clean plant beds.	1. _____
b. Sweep parking lot and driveway.....	2. _____
c. Restore mesh and rocks in beds	3. _____
8. MAINTENANCE	
a. Touch up all walls with paint; check & reglue wallpaper as needed.	1. _____
b. Lubricate with graphite door hinges powdering (esp exterior).	2. _____
c. Test Emergency Exit lights, and any others	3. _____
d. Clean Furnace filters	4. _____
e. Fellowship Hall chairs --loose screws (Check all Chairs all classes).....	5. _____
f. Check for Repair all folding tables	6. _____
g. Change Oil, service, clean all equip (Snow Blowers, Mowers, etc).	7. _____
h. Check all electrical receptacle & switch covers	8. _____
i. Clean out North Building's Dry well of Debris for drainage.	9. _____
j.	10. _____
k. Check/organize the sound rm upstairs).	11. _____
l. Install workable door bumpers in Nursery Restroom, Check all others. . .	12. _____
m. Refresh Nursery and Nursery's Restroom.	13. _____
n. Floor mopping Restroom.	14. _____

Give any further suggestions to Br. Pat Lanyon. Thank you for volunteering this spring!