

Truth Baptist Church  
60 Burnham Street  
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Tim Rowley, Sr. Pastor | Matt Harper, Co-Pastor  
Josh Hummel, Music | Keith Tower, Exec. Pastor | Eli Rodriguez, Youth  
[www.truthbaptistchurch.org](http://www.truthbaptistchurch.org) | Facebook: "truthbaptistct"



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## Supervisor of Buildings Maintenance 2018 Memo

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Date: February 21, 2018  
RE: Building Cleaning Information  
To: Current Building Cleaning Employees

Dear Servants,

The Specifications are listed below for your orientation. Please review this current list and be sure you are familiar with what you are expected to be doing. I welcome suggestions as to how to improve the building cleaning as we see our ministry grow.

The notebook lists jobs by each week of the month's generic calendar, but here we give details. The Calendar has been a detail of work scheduled and was always in my folder along with pay sheets for reporting your hours, and a record sheet for keeping track of each week's work details.

The following rooms are still specially locked. These individual(s) will be responsible for maintaining their respective areas OR providing cleaning staff access to such areas.

- Church office: Janette Sullivan, Church staff
- Office, Pastor Harper
- Gym Computer Services Room: Staff
- Gym Sports & Play scooters, etc. Storage, Pastor Harper/ Keith Tower
- Soccer Grille: Barisano
- New Garage: Staff

I wish to thank you for your faithful service because I know often you have covered responsibilities with great cooperation among yourselves and I have seldom been called. However please call whenever you need to do so.

Thanks for willing service,

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



- Current Cleaner Assignments:
- 1) Jutras Family;
- 2) Jenna Harper;
- 3) Krista Donovan
- 4) Joseph Lanyon.



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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.

**Must do areas: 1) lobby, 2) rest-rooms (includes new building), 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) New Building Foyer (and ramp to old building).**

**1. Collect Trash.** Use the container on wheels. Reline any liner that: 1) has *and liquid wet or dried*, 2) has dust, or 3) is torn or is 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 replaced, *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 any trash container needing emptied whenever you cannot access the room.*

**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 soiled, include also the mop-heads, in the empty bucket lined OR marked "for Laundry."

*Labor-Saver HINT:* Use sprayer sparingly, fold and keep folded towels, and use backside or separate dry-cloth to polish as final surface clean: focus on fingerprints or soiled areas, paying attention to drying the entire glass area . The glass may only need a dry polishing to renew the surface to maintain it.

If needed, however, 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.

**3. Rest-rooms. Please take the time here to do the job well.** After (or while) dumping trash above: (*‡The Restroom paper dispensers are to be inspected for empty or less than ½ inch product remaining before replacement by the non-restroom cleaners. Soap can be refilled with supply bottles in the janitor's closet, if a dispenser -collapsible dispenser is not present. Do NOT open boxed soap except along perforations on face of the box!*)

**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 on the first floor janitor's closet. You may open a box up to get new stock if none is available.**

**3. Floors.** (Including the rest-rooms.) Use the vacuums for the carpets--either uprights or the portable canisters. **Be sure to empty the bags/dirt cup after you use it** (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 36" dust mop(old Fellowship hall) for the first level floor and hall or the 6' extended dust-mops for the gym floor. 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**

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**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. They should be fully mopped at least once each month. When finished, **please note: remove the mop-head and place in the bucket for laundering with the rest of the spotting cloths' used.** Do not put on top of other clean laundered mops!

By experience, these duties require about 4-5 hours weekly subject to special soiling factors some high-use weeks of the church calendar year.

### The Details!

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

Here is a list of some **extras** to be done in supplement to the basics completed each week. **Application of the following fills out the overall building appearance and should be done regularly though each one below is not done every week.**

| <u>Freq.</u> | <u>Num.</u> | <u>Detail</u>  |
|--------------|-------------|--|
| Mnthly       | 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.  |
| Mnthly       | 2.          | Floors Focus - All carpet areas; All hard floors wet mopped, spot cleaning baseboards walls.   |
| Mnthly       | 3.          | Vacuum all carpeted rooms, including classrooms, offices, the sound room, baptistry, missionary closet/tv rooms too.   |
| Mnthly       | 4.          | WALLS, KITCHENS and DETAILED AREAS: Spot wash around the electrical switch plates, door hardware and kick plates, banisters, walls and stalls.<br>(Restrooms, Even numbered months; Nursery & Kitchen Detailing, Odd numbered months)  |
| Mnthly       | 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>  |
| Mnthly       | 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.   |
| Mnthly       | 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.  |
| Mnthly       | 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>   |
| Mnthly       | 10.         | Check the SEASONABLE areas: a)August- October for Soccer fields, tables, trash containers (weekly during the season), water fountain, concrete areas for trash, discarded items, clothing, etc. for Lost and Found container and returning to other identified items, and b)January-March Gym Basketball areas similarly. Also Check the Stone and garden landscaped areas around the front parking lots, and entrances to all buildings for litter and dead branches and any other unsightly items. |

By experience, these duties require about 2-4 hours additional to the weekly 'critical budget' (Total weekly budget to observe is 6 hours, though some weeks may require an extra hour subject to special soiling factors OR some high-use weeks of the church calendar year. *In this case, just provide detailed listing of the work and areas you performed in addition to the time for each item listed over the 6 total weekly hours budget.*)

### The Don'ts!

- 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.
- 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, but if not, please remove, and leave a note if you believe it to be appropriate.]
- Do not erase **notes or messages left on chalk/marker boards** in the classrooms.
- 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!**
- Do not **launder towels or mop-heads**. We prefer to do this alone.
- Don't hesitate to call if you have a special concern or need which has been over-looked. You may use our home phone 860-528-7205 or these cell phones 860-655-9000 Br. Pat; 860-922-6448 Joseph.

Sincerely for the King, Br. Pat