

Lodge Cleaning Monthly Task List

Area	Cleaning Task	Sign Off
Classroom		
	Wash off tables with cleaner	
	Dust off all shelving	
	Clean white board	
	Vacuum floor	
	Sweep concrete area and stairs	
	Wash off small tables with cleaner	
	Inspect fire extinguisher	
Office		
	Clean off desk	
	Clear out lost and found	
	Dust off all shelving	
	Vacuum floors/rugs	
	Vacuum futon cover	
	Turn futon	
	Write all needed items on white board	
Kitchen		
	Do all dishes	
	Wipe down all counters	
	Clean off stove / drip pans	
	Wipe down and clean out coffee maker	
	Clear out all excess, non-lodge dishes	
	Clean excess food out of Fridge	
	Wash dish drainer	
	Sweep/mop floor	
	Wash/spot clean around sink, coffee pot, counters	
Bathroom		
	Clean toilet (on and around)	
	Clean sink	
	Clean urinal	
	Clean Mirrors	
	Sweep / mop floors	
Temple		
	Vacuum rugs	
	Sweep / Mop temple floors	
	Clean up musicians area	
	Sweep concrete area and stairs	
	Inspect fire extinguisher	
	Vacuum off mass altar, sweep and mop dias	
G.U. Closet		
	Reshelf / neat up items on shelves	
	Find places for everything that is on the floor	
	Re-hang and neat up garments	
	Check for items that need to be re-stocked	