

Lodge Cleaning Quarterly 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	
	Wash Windows	
	Dust off and wash shelf above door	
	Dust off fans and use cleaner on them	
	Dust off/clean with cleaner all pictures	
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	
	Dust off/clean with cleaner all pictures	
	Clear off extra paper on announcement 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	
	Clean oven	
	Wipe off outside of fridge	
	Clean inside of fridge	
	Wash out bins in fridge	
Bathroom		
	Clean toilet (on and around)	
	Clean sink	
	Clean urinal	
	Clean Mirrors	
	Sweep / mop floors	
	Clean out/Restock medicine cabinet	

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	
	Dust off and wash shelf above door	
	Dust off fans and use cleaner on them	
	Remove wax/clean ALL altars (small ones too!)	
G.U. Closet		
	Reshelf / neat up items on shelves	
	Find places for everything that is on the floor	
	Re-hang and neat up garments	
	Clean floors in closet (sweep and mop)	
	Remove ALL unneeded items from closet	
	Check for items that need to be re-stocked	