

# FACILITIES CUSTODIAN:

Cleaning:

## Sanctuary

- Cleaning windows
- Vacuuming of all carpeted areas of the Church
- Cleaning and sanitizing all Men/women Choir restrooms
- Replenishing supplies in restrooms (bath tissue, soap and hand towels)
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding
- Ensure all lights and AC units are turned off
- Spot cleaning pew cushions and carpets (as necessary)
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

## Admin/Deacon/Pastor Offices

- Cleaning windows
- Vacuuming of all carpeted areas of the Church
- Cleaning and sanitizing Pastor's restrooms
- Replenishing supplies in restrooms (bath tissue, soap and hand towels)
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding
- Ensure all lights and AC units are turned off
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

## Choir Room

- Cleaning windows
- Vacuuming of all carpeted areas
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding

- Ensure all lights and AC units are turned off
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

### **Restrooms**

- Cleaning mirrors
- Cleaning and sanitizing all restrooms
- Replenishing supplies in restrooms (bath tissue, soap and hand towels)
- Sweep and mopping floors in Men and Women restrooms
- Emptying trash receptacles throughout buildings
- Dusting and wiping walls and crown molding
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

### **Health/Christian Education Bldg**

- Vacuuming of all carpeted areas
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding
- Wipe down all tables and boards
- Ensure all lights and AC units are turned off
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

### **Fellowship Hall/Kitchen**

- Sweep and mop floors
- **Strip and wax floors every quarter**
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding
- Wipe down all tables
- Ensure all lights and AC units are turned off
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries

- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

### Nursery/Links space

- Sweep and mop floors
- **Strip and wax floors every quarter**
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding
- Wipe down all tables
- Ensure all lights and AC units are turned off
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

### Youth Annex

- Sweep and mop floors
- **Strip and wax floors every quarter**
- Emptying trash receptacles throughout building
- Dusting and wiping walls and crown molding
- Wipe down all tables
- Ensure all lights and AC units are turned off
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building

### Yard & Grounds Keeping

- Emptying trash receptacles around buildings
- Wiping and polishing exterior of water fountains
- Cleaning and dusting display cases in breezeway
- Power wash walkways
- Perform minor/routine maintenance at the facility
- Replace light bulbs and fluorescent tubes.
- Sweep exterior walkways, pick up paper and trash
- Perform grounds keeping and minor/routine building maintenance duties
- **Cut lawn either by hand or using a riding lawnmower to include the area in the back of the church, in front of the youth annex and the hill**
- Trim/edge around walkways and building, flower beds, and walls.

- Apply pesticide to rid grounds of pests such as mosquitos, wasps, ticks, and others.
- Apply fertilizer to ground to enhance growth.
- Sweep walkway of debris.
- Cut down tree limbs that are posing a danger.
- Trim shrubs and pull weeds.
- Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
- Rake, mulch, and prune the grounds as needed.
- Water plants and grass as needed and apply fertilizer.
- Reporting all accidents and injuries
- Locking and securing the building (during company work day/hours) at the close of hours of operation, to include assuring the building is clear of guest, locking all windows and entryways, parking lots, and initiating the security system before leaving the building
- **Contractor is not responsible for clean-up following Trinity ministry or non-Trinity functions.**