

## BUILDING CLEANING CHECKLIST

This building is to be cleaned each Saturday in preparation for Sunday meetings. We encourage you to participate together. Please use items and supplies provided. **Do not bring cleaning supplies from home.**

You are not responsible for cleaning areas behind locked doors. **Cleaning of restrooms is also done during the week for the Tempe Mission, so some tasks will not need to be done.** Check off those items below when completed or you find acceptable. You may clean other things not on the list. Note below any items which need repair or replacement, require special cleaning or any other issues related to the building. Call your ward building rep or stake building rep with any questions or suggestions.

### MONTH:

DATE EACH WEEK: Check or Initial Completed Work			
1. Vacuum or carpet-sweep all carpeted areas (chapel, classrooms, hallways).			
2. Pick up paper, trash and clutter in building, parking lot and grounds.			
3. Erase chalkboards and wipe bottom trays in all classrooms.			
4. Empty all trash cans, diaper pails and replace liners as needed. Empty trash from large outside bins in the parking lot and replace liners with heavy duty bags. Large can on wheels in serving area can be used for trash collection. Remember trash cans in sacrament preparation and mother's room.			
5. Clean serving area - Wipe counters and appliances - Clean sinks and mop floors.			
6. Sweep sidewalks, vacuum entrance carpet runners and wet-mop entry tile.			
7. Clean all entrance door glass inside and out. Wipe off door bars.			
8. Straighten hymnals onto holders or shelves. Remove trash from holders in chapel.			
9. Clean all restrooms. Wipe counters/sinks and diaper change stations. Shine chrome fixtures and mirrors. Replenish paper supplies and mop floors.			
10. Vacuum cultural hall floor as needed. Wipe up spills and scuff marks.			
11. Wipe and shine drinking fountains.			

### FOCUS AREAS BY WEEK:

<b>WEEK 1 – CLASSROOMS:</b> Clean furnishings, dust chair rails, wipe windowsills. Return furnishings so each classroom has a table, waste can and appropriate number of chairs. Upholstered chairs belong only in Relief Society and outside offices.			
<b>WEEK 2 – CHAPEL:</b> Dust piano, organ, rostrum/wipe windowsills.			
<b>WEEK 3 – ENTRY FOYERS:</b> Dust tables, picture frames, flowers, and plants.			
<b>WEEK 4 – HALLS:</b> Clean display case glass, nursery doors and fire extinguisher cases. Dust all picture frames and plants.			

Note below any items which need repair or replacement, require special cleaning or any other issues related to the building. Call your Ward Building Rep or Stake PFR with any questions or suggestions.

<b>COMMENTS:</b> (Missing supplies, broken equipment, needed repairs, suggestions)

Please leave this checklist on clipboard in the member custodial closet when finished.  
Tempe Arizona South Stake – Lakeshore Building - 2026