

## **Lutheran Church of the Cross**

### **Annual Spring Cleanup - May 17<sup>th</sup> to May 24<sup>th</sup>, 2021**

#### **Upper Hall**

##### Upper Hall

1. Clean tables, rolling storage carts and storage area
2. Clean chairs and rolling storage carts
3. Dust window sills, wash inside windows and light globes
4. Dust Piano and oil.
5. Clean back stairs, railing and old altar area.

##### Servery

1. Empty the cupboards and wash inside and out
2. Wash the counters
3. Wash the walls

##### Stairwell

1. Wipe off the banister vertical and horizontal rails
2. Wash the windows
3. Wipe off the window sills
4. Wipe down the "Mail Cart"

#### **Offices and Hallways**

1. Wash windows, vacuum, dust and wipe off all furniture

#### **Rotunda**

1. Wash windows, dust and wipe down all the furniture.

#### **Bathrooms (3 plus 2)**

1. Clean Sinks, toilets, and wash inside the cupboards
2. Wash the bathroom walls
3. Restock the paper products.

#### **Sacristy**

1. Wash the cupboard doors, empty the contents and wash the interior.
2. Clean and straighten the inside of the closet
3. Wash the window and floor
4. Wipe and vacuum the Cloak room area

### **Sanctuary**

1. Wipe off the wooden chairs, vacuum the cushions and identify any chairs for repair.
2. Make any repairs to chairs as identified
3. Wash the windows, ledges and dry mop the floor
4. Empty the sound system cupboard and arrange the equipment.
5. Wash the face and top of the Sound System Cupboard
6. Empty and arrange the Music Cupboard
7. Wash the face and top of the music cupboard
8. Clean and sort the Choir area, music stands and instruments

### **Elevator**

1. Wipe down the outer and inner doors, controls and walls on three levels.

### **Outside Work**

1. Trim Hedges around the facility and parking areas
2. Luther House grounds – clipping, and tidy up
3. Parking lot review – trash removal, edging, and over view.
4. Landscaping – weeding planters and edging
5. Exterior Window Cleaning
6. Examination of roof tops to ensure drains are open and clean.

Interior windows. - Upper hall, Rotunda and Sanctuary

Report anything that is damaged, worn out, broken or a safety concern to the office.