

KAILUA KINGDOM HALL
BEFORE & AFTER MEETING LIGHT CLEANING INTRUCTIONS AND CHECKLIST
UPDATED 3/29/22

Congregation: _____ Group: _____ Date: _____

IMPORTANT!! PLEASE USE ONLY THE DISPOSABLE BOX RAGS FOR CLEANING AND WIPING
PLEASE Wear Gloves

DISINFECTANT- GREEN BOTTLE
BATHROOM CLEANER- RED BOTTLE
GENERAL CLEANER - BLUE BOTTLE

❖ **GENERAL CLEANING**

- **(BEFORE MEETING & AFTER)** DISINFECT COUNTERTOPS, DOOR HANDLES & PUSH BARS, CHAIR ARM RESTS **(GREEN BOTTLE)**
- AFTER MTG- EMPTY ALL TRASH (REPLACE LINERS)
- AFTER MTG- ENTRANCE AND EXIT WAYS- SWEEP/VACUUM
 - IF MUDDY/DIRTY ENTRY OR BATHROOM LOBBY TILE- WIPE USING DISPOSABLE FLOOR CLOTHS (AQUA BLUE/WHITE) **(GENERAL CLEANER)**
 - VACUUM AUDITORIUM / LIBRARY / OFFICE **AS NEEDED**
(Please Empty & Wipe out dust collector with lightly damp paper towel on CORDLESS Makita Vacuums after each use / Put Batteries on Chargers)

❖ **RESTROOMS (BEFORE MEETING & AFTER MEETINGS)**

- **(BEFORE MEETING & AFTER MEETING)** DISINFECT/CLEAN ALL DOOR HANDLES, COUNTERS, SINKS, TOILETS, URINALS- **(RED BOTTLE)**
- **(BEFORE MEETING & AFTER MEETING)** WIPE MIRRORS- **(BLUE BOTTLE)**
- **(BEFORE MEETING & AFTER MEETING)** CHECK PAPER & SOAP SUPPLIES (KEYS INSIDE WOMENS RR CLOSET) **(RESTOCK RESTROOM CLOSET AS NEEDED, SUPPLIES IN SIDE KH SHED)**

❖ **ARRANGE SECOND SCHOOL & OFFICE (AFTER MTG)**

- PUT AWAY ALL CHAIRS USED FOR ADDITIONAL SEATING
- IF MOVED- PUT BACK LITERATURE CARTS AGAINST WALL FACING STREET
- CHECK SECOND SCHOOL WINDOWS (SMUDGES & FINGERPRINTS) **(BLUE BOTTLE)**

SUPPLIES/ITEMS/REPAIRS NEEDED:

IF ANYTHING IS STATED ABOVE PLEASE FORWARD TO YOUR CONGREGATION CLEANING COORDINATOR