

# Nonroutine Meetinghouse Care Tasks

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Complete the special cleaning and maintenance projects listed below one or two times per year. You may need to perform some of the tasks more often if local conditions require it. If you have questions about how to perform any of the tasks listed

below, please contact your stake physical facilities representative.

Report maintenance issues to the stake physical facilities representative.

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## General Interior

- Clean all garbage cans.
- Clean all return air registers.
- Clean baptismal font tile and fixtures.
- Clean windows below eight feet inside and out.
- Wipe window sills.
- Clean doors, kick plates, and door frames.
- Wipe all hardware on doors.
- Check door closures (not too fast, too slow, squeaky, and so forth).
- Clean folding doors (below eight feet).
- Clean metal thresholds on doors.
- Clean, organize, and maintain member cleaning closets.
- Wash walls to remove smudges and dirt.
- Wipe baseboards.
- Inspect building systems (such as sound systems, HVAC, and so forth) for proper operation.
- Clean vacuums.
- Tighten loose screws and bolts on furnishings (for example, table legs, chairs, sofas, pews, piano bench, hymnbook holder, choir seats).
- Damp mop wood floors.

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## Chapel, Classrooms, and Hallway

- Clean chalkboards and chalk trays, removing all crayon marks and tape.
- Vacuum carpet edges and corners.
- Vacuum drapes.

- Check to make sure all drapes hang evenly.
- Vacuum sisal (rough, fibrous wall covering).
- Vacuum under couches and cushions.
- Wash folding chairs.
- Check for loose chapel pews.

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## Restrooms and Kitchen

- Clean and polish chrome and metal restroom grab bars.
- Wipe restroom stalls and walls (every three months).
- Check toilet tank flush kit.
- Check for faucet drips.

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## Outdoors

- Broom clean outside eaves and metal soffits of cobwebs and so forth (from ground level).
- Check air conditioner condenser fins for obstructions (such as leaves, cottonseed, etc.).
- Clean parking lot, including gutters.
- Trim shrubs.
- Rake leaves.
- Wipe outside door exteriors.
- Check parking lot lights.
- Check satellite dish for missing parts, snow obstruction, and so forth.
- Check building exterior for cracks, or other problems.