

RECTORY CLEANING LIST

The Rectory is cleaned twice a year; once in the Spring & once in the Fall. The Spring cleaning usually takes place in May & the Fall cleaning usually takes place in October. The cleaning is typically done when Fr. leaves for vacation or is gone for a few days. The Guild President will let you know these dates. You may get the keys from Fr., Mary Thoene or Joan.

The cleaning supplies are kept in the laundry room. A few extra buckets and cleaning rags may be helpful.

On a weekly basis, Joan Hegge does the light cleaning.

Below is a list the Guild is asked to help with.

- _____ Clean/Wipe the blinds (also in the bedroom)
- _____ Clean/Wash the windows (also in the bedroom)
- _____ Clean the ceiling fan
- _____ Clean the lights/light fixture
- _____ Dust/Wipe off pictures
- _____ Dust/Wipe down the walls
- _____ Wipe down the cupboards in the kitchen
- _____ Sweep out the garage

Joan keeps the bedroom vacuumed each week in addition to the rest of the house. Unless asked to do otherwise, the only tasks to be done in the bedroom are to clean the blinds & windows.

Unless asked, there is no need to clean the downstairs. May want to check with Father regarding cleaning out his freezer. Maybe someone that can't make it for cleaning date, could volunteer to clean the freezer, at their convenience.

If you, the Division Chairman, or anyone else in your group feels there is a need to delete or add to this list, please bring it to the attention of the Guild President.

Thank you