

## ADDENDUM “E”

### SPECIFIC CLEANING INSTRUCTIONS

#### A. CLEANING AND SANITIZING TO BE DONE BY PROFESSIONAL CLEANING CREW

##### Restrooms

Sweep and wet mop or scrub the floor with a cleanser-disinfectant. Surfaces shall be dry and the corners clean.

Clean, sanitize and polish all surfaces of fixtures, including toilets, urinals, washbasins, and commodes.

All plumbing fixtures and bright work shall be wiped clean.

Clean and polish all mirrors and glass to remove all stains, streaks, and smudges.

Wipe clean all dispensers and replenish as necessary, including liquid hand soap, paper towels, and toilet paper where provided.

Empty trash cans and replace liners.

Damp-mop all floors.

Disinfect the full surface areas of all restroom, doors, windows, countertops, window frames, sills, vents, and waste receptacles, mirrors and glass, etc.

##### Sanctuary and Nursery

Empty wastebaskets and remove trash to the designated disposal area.

Replace plastic liners, as necessary.

Clean and polish wood surfaces within the Worship Room

Clean the windowsills.

Sweep and/or vacuum and mop all floor areas

Sweep Exterior Entrance Areas

Clean all lobby surfaces

Clean and sanitize all counters, tables, chairs, sinks, other hard surfaces.

Report items in need of repair, e.g., inoperative lights, broken doors, leaking sinks, urinals, commodes, broken fixtures, etc.

Thoroughly vacuum full surface areas of all entrance rugs and floorings

## **Spiritual Life Center**

Empty wastebaskets and remove trash to the designated disposal area.

Replace plastic liners, as necessary.

Clean the windowsills.

Sweep and/or vacuum and mop all floor areas

Sweep Exterior Entrance Areas

Clean and sanitize all counters, tables, chairs, sinks, other hard surfaces.

Report items in need of repair, e.g., inoperative lights, broken doors, leaking sinks, urinals, commodes, broken fixtures, etc.

Thoroughly vacuum full surface areas of all entrance rugs and floorings

## **B. SANITIZING PROCEDURES BY FACILITY GROUP USER/AND OR FACILITIES MANAGER**

The Facility User group leader, and/or Facilities Manager, will be responsible for cleaning and sanitizing the room/area that they use after each use. Cleaning and sanitizing will be done by adults to insure proper procedures are adhered to.

After everyone except the person doing the cleaning has left the room, all surfaces shall be cleaned of visible dirt. Tables, counters, cabinet handles and doors, door handles, light switches, thermostats, and any other surfaces that were used or touched.

## **C. CLEANING TO BE DONE BY GROUP LEADER**

All, tables, counters, cabinet handles and doors, and door handles should be cleaned of visible dirt, with soap and water by the group leader. Sinks are located in rooms 101 and 108. Wear gloves and face mask when cleaning. Using water and dish soap, in bucket, clean all surfaces of visible dirt. When finished, clean bucket and return to room, put used paper towels in trash can. A bucket with paper towels, Lysol spray, dish soap, disinfecting wipes, and gloves can be found in each room.

## **D. SANITIZING TO BE DONE BY CHURCH STAFF**

Training may be required for sanitizing.

Inspect all surfaces for cleanliness, if not clean, clean according to above procedure before sanitizing.

Wearing gloves, mask, and eye protection, use “Diamond Disinfectant 1000” in pump-up sprayer provided. Do not use on electronics. Spray all surfaces to be sanitized, leave surfaces wet, do not dry surfaces. Surfaces must remain wet for ten minutes. Sanitize any electronics using sanitizing wipes. Wipe all contact surfaces and leave wet. Surfaces must remain wet for 4 minutes.