

# KINGDOM HALL MONTHLY CLEANING CHECKLIST

**The Operating committee member or Maintenance coordinator will ensure that all the tasks assigned are handled and then check them. Two elders will initial the bottom of the page and leave it in a designated place for the attention of the Operating committee**

**Congregation/Field Service Groups:**

**Date:**

TASKS	YES	NO
Clean upper areas first before cleaning chairs and floor. Thoroughly remove all spider webs and dust from trusses. (A broom tied to a bush pole or piece of bamboo can be used.)		
Thoroughly clean all light fixtures, fans and then furniture. Clean chairs or benches, top, bottom, back and legs. (Use slightly damp cloths where necessary.)		
Wash all vent blocks and/or louver windows and frames as well as wooden shutters. Ensure that any damage or breakage is reported for repair or replacement within the next week.		
Clean with damp cloth any dirt on walls, especially around light switches and handles and above door/window levels where dust may settle.		
Wash Kingdom Hall floor with clean soapy water.		
Thoroughly clean toilets. Wash all walls in toilets from top to bottom. Use buckets of water, containing mix of soap and bleach.		
Cut and weed any grass on the property at least once in the month		
Trim flower bushes. Overturn and/or top up as necessary soil in flower pots or beds (If there are caretakers at the hall they may be assigned to do watering on a regular basis, otherwise assigned groups may arrange something during their cleaning week.)		
Clean or remove dirt and/or garbage from any gutters around Hall. Also check for and drain any stagnant water around the outside of the hall.		
<b><i>The operating committee</i></b> should arrange to repair or replace switches, bulbs, locks, handles, furniture, doors and others that may be faulty, loose, burnt, broken or otherwise damaged (Every effort should be made to repair damage as soon as possible. The monthly schedule is to make sure that nothing has been left in disrepair)		
<b><i>The operating committee</i></b> should restock the cleaning materials and supplies to last for at least another full month. [Note! A responsible brother should be assigned to keep the storage area clean, well-stocked and in order.]		
INITIALS		
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NOTES: