

CONGREGATION WEEKLY / MONTHLY CLEANING SCHEDULE

Assign a Field Service Group to each week

Weekly Schedule:

Month	1 st week	2 nd week	3 rd week	4 th week	(5 th week)
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Weekly Tasks:

- Pick up waste paper, plastic or and other trash around the Hall, Put all trash in the outside covered trash bin.
- As needed, clean all louvers, vent blocks or wooden shutters, dust benches and other furniture **before** the start of each meeting.
- Check toilets (i.e. for water flow, toilet paper, and hand soap) before the start of each meeting.
- Sweep entire floor **after** each meeting. Collect dirt and put in trash bin.
- Use clean soapy water to wash sinks, urinals, toilet and toilet floor.
- Wash, dry and fold neatly all rags, dusters, towels used by group during the cleaning week. Return to the storage areas after clean and dry. *(If there is more than one congregation using the hall, the group of the congregation assigned the monthly cleaning should do the washing of the rags and the garbage disposal)*

Monthly Schedule:

Enter name of congregation or group responsible for monthly cleaning

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cong												

Activity Involved:

- 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 all vent blocks, louver windows, burglar bars 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.
- 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
- 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. Thoroughly clean the toilets.
- Wash Kingdom Hall floor with clean soapy water. Change water several times so that you are not using dirty water to clean. In dry season this may have to be done two times per month.
- The operating committee 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)
- **The operating committee** should restock cleaning materials and supplies to last for at least another full month. [Note! A responsible brother should be assigned to keep the storage area neat, well stocked and in order]

The coordinator of the body of elders should ensure that the cleaning schedule is posted on the announcement board and kept up to date. He will make sure that all groups are aware of their assignments. A responsible brother with a reputation for following through may be appointed to assist the coordinator in this regard.