

1. mowing grass, weed eat, trim bushes
2. janitor, cleaning (vacuum, trash, cleaning bathrooms)
3. empty sewer tank on RV weekly
4. keep RV clean from trash and food.
5. stock water in fridge, carry cases from basement
6. organize tools, sheds, etc
7. light bulbs, replaced daily in auditorium and throughout building.
8. clean out church vans, wash vehicles outside when needed.
9. kitchen cleaning, dishes, stock napkins, paper plates, cups, etc

Daily Maintenance Checklist

1. **Trash** – Main auditorium, offices, media loft, snack shack, bathrooms, conference room, nursery, kidmo area, and carnival kids.
2. **Vacuum** - Main auditorium, chairs(with handheld vacuum) ,offices, snack shack, conference room, nursery, kidmo area, and carnival kids, and stairs.
3. **Bathrooms** – Paper goods re-stocked, toilets and sinks cleaned, hand soap bottles full, floors swept and mopped, air freshener dispensers full.
4. **Sweep and Mop** – All tile downstairs (check in desk and bathroom areas.)
5. **Light bulbs** – Check all bulbs in offices, main auditorium, snack shack, lamps, entry way (lobby), bathrooms, conference room, nursery, carnival kids, kidmo, prize store, janitors closet, check in desk .
6. **Outside** – Check lot for mowing, weed eating, and edging. Pick up any trash laying around lot and throw in dumpster on NW side of church. Empty outside trash bins by pavilion located N side of the church into dumpster also.