



FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

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Rev. Jesse Kearns, Pastor
Rev. Dr. Katy E. Valentine, Associate Minister

Koinonia and Kitchen Facility Usage Cleaning Task List for Facility Users

Thank you for your help which greatly reduces our custodial time and helps keep our facility in better condition! Fulfilling all tasks on this list enables our custodian to concentrate solely on cleaning the floors. There is a custodial cleaning tray in the pantry with the appropriate solutions to use.

Koinonia

- ❖ Stack chairs against walls (please see signs for proper stacking position and please do not stack chairs so that they lean against wall decorations – pictures, posters etc)
- ❖ Wipe down tables with pine surface cleaning and paper towels
- ❖ Wipe off bathroom surfaces as necessary using pine cleaner and paper towels.
- ❖ Clean up liquid spills with paper towels and pink window/floor cleaner as soon as they occur.

Kitchen

- ❖ Wipe up any kitchen cooking spills as they occur (long dried baked-on spills require a great deal of time and effort from custodial staff)
- ❖ Wipe down kitchen surfaces with pine surface cleaner and paper towels
- ❖ Take away used church linens (towels etc), launder and return to church facility. If you use church linens (towels etc) you are responsible to clean and return them
- ❖ Take out trash
- ❖ Return cooking and serving items to their proper storage areas.

Again, thank you so much for helping our custodial staff. We are proud to be able to host your event!

If you have any questions or concerns, please do not hesitate to contact us! If prior to the event, please contact the church office (office hours are Monday-Friday 8am-12noon, 1-2:30pm, contact information above). If during the event, please consult the church liaison.

Thank you!

Administrative Assistant
First Christian Church Chico