

# PEP Mason-Cleanup Crew

**The supplies for cleaning (Windex, toilet brush, gloves, etc.) are on the shelf marked for PEP-Mason (located in Room 6).**

## Check list for cleaning the church.

Check it off!!

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| <p><b>PEP Classrooms: 4, 5, 6</b></p> <ul style="list-style-type: none"> <li>• Clean <b>all</b> tables with cleanser</li> <li>• Clean white boards (and trays) with <b>Expo cleaner</b> or <b>Blue Windex</b>.</li> <li>• Remove chairs and tables from <b>rooms 4 and 5 ONLY</b>.</li> <li>• Set up rooms 4 &amp; 5 with small tables and chairs (set up tables parallel to the white board, with chairs around)</li> <li>• Sweep floors (<b>broom and dustpan are in each room, or use large mop sweeper from storage closet</b>).</li> <li>• Remove trash and place clean liner in can.</li> <li>• Remove any PEP items including tubs, dry erase markers, PEP erasers, or lost and found items left behind in room and place on PEP shelf in <b>PEP Room 6</b>.</li> </ul> |  |
| <p><b>PEP Classrooms: 1,2,3</b></p> <ul style="list-style-type: none"> <li>• Clean <b>all</b> tables with cleanser</li> <li>• Clean white boards (and trays) with <b>Expo cleaner</b> or <b>Blue Windex</b>.</li> <li>• Place chairs on top of tables.</li> <li>• Sweep floors (<b>broom and dustpan are in each room</b>).</li> <li>• Remove trash and place clean liner in can.</li> <li>• Remove any PEP items including tubs, dry erase markers, PEP erasers, or lost and found items left behind in room and place on PEP shelf in <b>PEP Room 6</b>.</li> </ul>  |  |
| <p><b>Bathrooms on <u>1st Floor (near gym) and 2nd floor (near classrooms)</u> - Clean:</b></p> <ul style="list-style-type: none"> <li>• Mirrors with <b>Blue Windex</b></li> <li>• Counters/sinks with <b>Yellow Cleanser</b></li> <li>• Empty Trash in <b>ALL</b> receptacles, replace liners (if needed)</li> <li>• Clean/wipe down toilet and floor around</li> <li>• Pick up or sweep as needed (brooms/dustpans are in classrooms)</li> <li>• Wipe out <u>drinking fountain</u> (<b>outside 2nd floor bathroom</b>)</li> </ul>   |  |
| <p><b>Hallways, stairs, and large window:</b></p> <ul style="list-style-type: none"> <li>• <b>Clean large window on 2nd floor <u>for finger prints</u>; then close the shade.</b></li> <li>• <b>Sweep the main PEP stairwell</b> between the 1st and 2nd floor (broom/dustpan are in each classroom)</li> <li>• <b>Sweep</b> the hallways on 1st and 2nd floor (A large mop/sweeper is located in the supply closet next to the women's restroom in study hall (gym))</li> </ul>   |  |
| <p><b>The entry/foyer area:</b></p> <ul style="list-style-type: none"> <li>• <b>Clean <u>for finger prints</u></b> on glass doors and windows, and wipe out drinking fountain.</li> <li>• <b>Vacuum</b> the rugs in the foyer and entry to gym (and the floor if needed). (A vacuum is located in the entry of the church near the kitchen/foyer area.)</li> </ul>   |  |
| <p><b>Gym:</b></p> <ul style="list-style-type: none"> <li>• <b>Take down all tables and chairs</b></li> <li>• <b>Sweep Gym Floor</b> (A large mop/sweeper is located in the supply closet next to the women's restroom in study hall (gym)).</li> </ul>  |  |
| <p><b>Mop (Alternating each week): 1<sup>st</sup> Floor bathrooms, hallways, and classrooms/ 2<sup>nd</sup> Floor bathrooms, hallways, and classrooms.</b></p>   |  |
| <p><b>Trash:</b></p> <ul style="list-style-type: none"> <li>• Take <b>ALL</b> the trash from all classrooms and study hall out to the church dumpster located in the middle of the parking lot.</li> </ul>   |  |