

CHORE LIST FOR BUILDING AND GROUNDS UPKEEP

Building

1. Sweep kitchen and all three bathroom floors
2. Mop kitchen and all three bathroom floors
3. Scrub sinks and other fixtures in above areas
4. Put out paper towels in kitchen and bathrooms
5. Put out toilet paper in all bath rooms
6. Empty all trash cans wherever found and replace trash bags
7. Dust all surfaces in buildings
8. Remove spider webs from all windows, corners, behind doors, pews, etc.
9. Vacuum all carpeted areas of buildings
10. Sweep/dust/"Swiffer" under pews in church.
11. Wash windows wherever needed
12. Water/trim plants in narthex
13. Repair chair backs and seats (Screws)
14. Use carpet steamer/cleaner in Narthex and Leighton Hall
15. Install chair back molding in Rector's office
16. Scrub and repaint pantry floor
17. Sand and paint red doors at end of Leighton Hall
18. Clean sanctuary windows and sills
19. Check inventory list for needed updates.
20. Check old records boxes for items needed to be disposed of.

Grounds

1. Use riding mowers to cut grass in main lawn areas (3 riding mowers available)
2. Use hand mowers and/or weed trimmer to cut wherever riding mowers cannot reach around trees, posts, buildings, plants, flower beds, etc (1 each available).
3. Trim tree limbs, bushes (Loppers and electric trimmer available). Remove all debris and downed limbs from grounds to back of lot.
4. Edge sidewalks (Shovel available)
5. Spray weed killer wherever needed for weeds, poison ivy, etc.
6. Replace signs forbidding parking near dumpster on Wednesdays
7. Move no parking sign to fence and remove post
8. Inspect all gutters and clean/repair as needed.