

# **CVR KH Care/Cleaning List**

Camino Vida Roble Kingdom Hall

**NOTE:** Please use this checklist to confirm that all recommended care items have been completed as scheduled. Any areas of concern should be reported to those responsible for coordinating maintenance activity. Please use [CVRHKH.com](http://CVRHKH.com) to report concerns.

## **AFTER EVERY MEETING**

- Tidy restrooms and check supplies
- Empty trash receptacles as needed
- Vacuum carpets in high traffic areas

## **WEEKLY CARE – INTERIOR/EXTERIOR**

- Clean glass and mirrors
- Dust countertops, furniture, and window blinds
- Replenish supplies
- Clean bathroom sinks
- Clean toilets and urinals
- Wipe down bathroom wall tile and stall doors
- Thoroughly vacuum all carpets
- Sweep floors
- Mop tile floors
- Empty trash
- Organize storage areas
- Collect trash or debris on property
- Pull weeds in landscaped areas