

Cleaning Responsibilities For The Exiting Clergy Families

This check list is to be filled out by the clergy family exiting the parsonage after all items listed have been completed. The check list then is to be given to the chairperson of the Staff-Parish Relations Committee who will make a final inspection of the parsonage. A verification report indicating that all standards have been met by the exiting family will be sent to both the District Superintendent receiving the clergy family and the one releasing the clergy family. If there are items of cleanliness remaining to be completed, arrangements are to be made with the District Superintendent releasing the clergy family, the congregation, and the exiting clergy family before the new clergy family moves into the parsonage.

A. General Cleaning Responsibilities:

- 1. Mow, trim and edge yard.
- 2. Vacuum out air conditioner and all air/heat vents and change all air filters.
- 3. Remove all trash and other recyclable and disposable items.
- 4. Replace burned out light bulbs.

B. Bedrooms:

- 1. Dust around ceiling, corners, door moldings, window sills and ceiling fans.
- 2. Take down and wash all light globes (ceiling fan lights, ceiling lights, lamps).
- 3. Clean baseboards - move all furniture from walls.
- 4. Wipe out all furniture drawers.
- 5. Wipe closet shelves and bars.
- 6. Wash dirty curtains or sheers.
- 7. Wash mini blinds.
- 8. Vacuum over drapes.
- 9. Clean mirrors.
- 10. Vacuum carpet and/or floors - moving all furniture.
- 11. Dust and polish all bedroom furniture - headboard, chest, dresser, night stands.
- 12. Clean light switch plates.

C. Bathrooms:

- 1. Dust around ceiling, corners, door moldings and window sills.
- 2. Take down and wash all light globes, ceiling lights.
- 3. Wipe out all drawers.
- 4. Clean under cabinets.
- 5. Wipe down walls - especially behind and around stool area.
- 6. Wash switch plates.
- 7. Clean baseboards.
- 8. Wash curtains - mini blinds.
- 9. Scrub sink, stool, tub, shower, shower glass, and faucets.
- 10. Wash mirrors.
- 11. Scrub floor.

D. Kitchen and Eating Area:

- 1. Dust around ceiling, corners, door moldings, window sills, and any ceiling fans.
- 2. Take down and wash all light globes.
- 3. Wipe out all drawers and shelves.
- 4. Clean under cabinets.
- 5. Wash switch plates.