



CAST Morning Clean-Up & Laundry Procedure

Supplies (enough for 7 days, approximately 60 guests per day): cleaning towels, bottles of disinfectant spray, toilet paper, roll paper towels, small and large trash bags, rubber gloves.

Equipment: scrub brushes, brooms, mops, vacuum cleaner, keys to custodial closet, paper towel (E114 Key) and toilet paper (small +shaped key) holders, soiled towel bin, "Soiled Cleaning Towels Only" sign.

Attachments: Attachment 1 – Cast Daily Cleaning Check Off List

Shift: 7:00 AM to 9:00 AM

Sign-in: Sign the CAST Volunteer Registration sheet each morning before you start cleaning. The registration sheet is located on the volunteer table as you enter The Bridge from the hallway.

CAST Laundry Team Duties:

Pick up soiled laundry between 7:00 and 9:00 AM. Wash and fold the laundry and return to the church before 6:30 PM the same day.

CAST Clean-up Team Duties:

Clean the downstairs bathrooms and showers:

1. Spray the toilets, toilet seats, and urinals with disinfectant spray, scrub with a brush and wipe down the toilet seats with paper towels.
2. Wipe down the walls of the toilet stalls, as necessary.
3. Spray the inside and outside bathroom and stall door handles with disinfectant and wipe with towels.
4. Spray the sinks and faucets with disinfectant and wipe with towels.
5. Spray the walls of the showers and mats with disinfectant.
6. Wipe down the mirrors, as necessary.
7. Mop the shower floors.
8. Sweep and mop the bathroom floors.
9. Replace toilet paper and paper hand towels, as needed. The toilet paper dispensers hold two rolls of toilet paper. As the lower roll begins to run out the top roll will begin to lower. Please let the lower roll run out before adding another roll.
10. Remove all trash can liners, including sanitary napkin receptacles in the women's stalls, and place them in a larger trash can. Replace all removed trash can liners and sanitary napkin receptacles.



11. Place all soiled cleaning towels in the bin marked "Soiled Cleaning Towels only". These towels will be washed separately from the kitchen towels, bath towels, and wash cloths.
12. Replace all equipment and unused supplies back in the designated storage area and return the keys to the CAST Coordinator, or designee.

Note: It is okay to leave a slight wet residue on all surfaces after wiping. The disinfectant works better as it air dries.

OGUMC Custodial Staff Duties:

Vacuum the gathering area: Vacuum the carpet gathering area beyond the children's wing.

Clean Whitehurst Hall:

1. Lightly spray the front, back, and top seat surface of all chairs in Whitehurst Hall with disinfectant each morning. Let air dry.
2. Empty all small trash cans into a larger trash can located in or near the kitchen. Take the large trash bag outside to the dumpster. Replace the large trash bag.
3. Sweep and mop the floor in Whitehurst Hall, as necessary.
4. Vacuum the rugs at the doorway, as necessary.