



Dublin United Methodist Church

Custodial Handbook

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Introduction

“How lovely is your dwelling place, Lord Almighty!” Psalm 84

The heading given to the Psalm printed above is for the director of music. Though not proved, I personally think this is a song written by someone who knows what it is like to be a custodian of a place of worship. Let me explain. As a child in my home church, my family helped clean inside and do the outside chores of the church. I will tell you that this job can be dull at times, and frustrating in how you may no sooner get it cleaned than someone comes behind you and makes it dirty again.

As a teenager, this bothered me! However, something changed in me one afternoon during the uninspiring task of scrubbing sinks and toilets with my mother. It was something she said, which I can not remember exactly, but it put me to thinking about what was really going on by what I was doing. If I believe that God is always with me, no matter what I am doing, then perhaps I can give God praise in how I prepare the space for someone who comes behind me. It had never occurred to me that I was an important part of making the “dwelling place” of the Lord “lovely.” Hard work, even work that is often overlooked by others, is never beyond the gaze of our Lord.

Your work as a custodian at Dublin United Methodist Church is important. It is important because it communicates a message that we care, we are ready for guests, and that details matter.

I give God thanks for your work in making Dublin United Methodist Church a lovely dwelling place for the ministry of the Lord.

In Christian Work Beside You,
Preacher Don

Purpose-This handbook serves as a guideline to assist the Custodial employees in accomplishing their tasks in an efficient and effective way. It should also provide basic instructions for new employees and staff in providing a clean, inviting and safe environment for those that enter our facilities.

Job Descriptions

The Custodial Staff is currently made up of two categories of paid custodial positions, and a small group of volunteers. These categories are Head Custodian and Custodian and both positions are part time hourly. The rates of pay are set by the Staff Pastor Parrish Relations committee commiserate with the job requirements and area pay scales. There are no paid benefits, but based on the length of service, employees have access to annual time away without penalty. Work shifts are set to a minimum of four hours per shift to make the time on the job as efficient as possible.

Head Custodian

The Head Custodian reports to the office staff person that is responsible for coordinating the calendar and building use. He/she ensures that the building and grounds are cared for and necessary cleaning maintenance is reported to staff. He/she coordinates work requirements and teamwork among the custodial staff. This position requires flexibility and willingness to step away from the routine to assist with projects and special circumstances as they arise. He/she is safety conscious and handles the equipment and supplies according to instruction and procedure. He/she protects the **confidentiality** of those engaged in the ministry of the church as well as any observances and materials seen while on the job.

Custodian

The Custodian reports to the Head Custodian, who serves as a supervisor for this position. He/she ensures the building and grounds are cared for and necessary maintenance is reported. He/she carries out routine duties according to the work schedule but is flexible in assisting with other duties as directed by the Head Custodian or Staff. He/she is safety conscious and handles the equipment & supplies according to instruction & procedure. Any observances of those engaged in the ministry of the church, materials, or personal events will be considered **confidential** and treated as such.

Job Descriptions-Continued

Volunteers

Volunteers perform routine tasks such as tidying up the sanctuary after services, taking care of recyclables, organizing Sunday school room paraphernalia, organize closets for easy access, emptying trash in the Family Life Building after events, etc. He/she may also assist the custodial staff with special projects or perform tasks at the request of Staff.

Cleaning Schedule

Weekly

- Clean (mop or buff) the lobby floors
- Vacuum the sanctuary/chancel area
- Sweep, spot clean, and vacuum floors in main hallways/main stairway
- Gather and check on trash (inside and outside), and especially following events
- Bathrooms: door handles, mirrors, sinks, toilets, spot clean floors, checking for paper product needs and soap
- Spot clean windows in the sanctuary and main office entrance area as needed
- Clean water fountains and disinfect
- Tidy common spaces and dust
- Spot clean classrooms and meeting spaces (floors, walls, dust, window, etc.) as needed
- Check and clean the Family Life Building floor, as needed
- Check with the Administrative Assistant for any calendar changes that would impact space usage and the need to direct cleaning attention to specific areas (weddings, funerals, special events, etc.)
- Check for burned out lights, and replace as needed or notify Administrative Assistant for the maintenance crew
- Wipe down high contact locations: crash bar on some doors, door pads/handles in sanctuary and bathrooms, buttons on elevator, etc.

Bi-Weekly

- Deep clean one bathroom (Basement: 1, Main floor: 10, Upstairs: 2): wipe down walls (special attention near toilets, light switch, area beneath paper towel holder), exhaust fan screen, buff the floor and clean corners, top edges on partitions/emergency lights/artwork, windows and seals, cobwebs, run the shower for a few moments and wipe down the fixtures, check for leaks/drips and report to the office for maintenance team, etc.
- Deep clean one classroom: windows/ledges, dust thoroughly, counter spaces, cabinets, buff the floor, cobwebs, wipe down any splash or hand prints from walls (especially around trash cans and light switches), spot clean any furniture as needed
- Inform the Administrative Assistant of any orders of cleaning supply, items that need to be fixed.

At least once every month, or as needed

- Buff floor in the Family Life Building, kitchen, bathrooms (3), and sweep and/or mop the stage area
- Buff hallways on all floors
- Clean room 107 with depth: bathroom, kitchen area and counter, entrance area and windows, floors (sweep and buff), dust any equipment/furniture/etc.
- Buff downstairs area for stretchers/children's church
- Vacuum downstairs youth area and spot clean as needed
- Hallway to downstairs area and stairwell
- Elevator floor, buttons, handprints, etc.

Cleaning Schedule-Continued

- Keep closet on main floor organized and labeled so that volunteers can easily find necessary supplies to assist cleanup as needed.
- Entrance to the basement area into the stairwell (for backpack program, stretchers, etc.)

Quarterly

- Stairwells
- Breezeway between the sanctuary and the choir room
- Windows on the main level
- Dust and remove cobwebs in corners, on drapes, top edges of doors, top edges of equipment, etc. in the hallway areas
- Vacuum the storage area behind the sanctuary
- Offices: deep clean corners, windows, cobwebs, buff the floors, dust
- Check and clean floors in the large storage area downstairs and the youth/backpack area
- Light fixtures

Cleaning Schedule Checkoff Records

The following two pages are an example of a cleaning checkoff sheet that should be reviewed and completed at the end of each shift. The checkoff sheet serve as a guide to completing task according to schedule and provides information to Staff on the cleaning activity. Each custodian should enter the date completed and their initial in the appropriate box (*example: 4/25 JC for date of April 25th by Joe Custodian*). The Head Custodian should review to ensure that all completed tasks have been recorded at the end of each week.

Custodial Cleaning Schedule Checkoff

Custodial Cleaning Schedule										
Weekly										
Weekly	Week Ending	4/28								
Check with Admin. Assistant for calendar changes that require cleaning in specific area (weddings, funeral etc.)										
Clean Lobby Floors	Mop or Buff	4/2 5 JC								
Vacuum Sanctuary/Chancel Area										
Sweep or vacuum Floors in main hallways/stairway	Spot clean where necessary									
Dispose of Trash Inside & Outside	Check after events									
Clean Bathroom door handles, mirrors, sinks, toilets, floors	Replenish paper products, soap as needed									
Clean and disinfect water fountain										
Dust and Tidy common spaces										
Spot clean classrooms & meeting rooms	Check floors, windows, walls									
Clean Family Life Building Floor										
Wipe down High contact locations	Door handles, bathroom fixtures, elevator buttons									
Bi-Weekly	Week Ending									
Deep Clean 1 Bathroom										
Deep Clean 1 Classroom										
Request Supplies to Admin. Asst										
Report needed maintenance to Admin. Asst										
Monthly	Month									

Buff Floor in Family Life Building	Includes Kitchen & Bathrooms																			
Sweep and/or Mop the Stage Area in Family Life Building																				
Buff Hallways on all Floors																				
Clean Room 107 in depth	Includes Kitchen, Bathroom, entrance & window																			
Buff Downstairs Area (Children's church)																				
Vacuum Youth Area	Spot clean if needed																			
Clean Hallway & Stairwell to downstairs area																				
Clean Elevator floor, buttons & handprints																				
Clean entrance to basement area into the stairwell																				

Custodial Cleaning Schedule Checkoff

Quarterly	Month												
Clean Stairwells													
Clean breezeway between sanctuary & choir room													
Wash Windows on the main level													
Dust & Remove Cobwebs	Corners, drapes, tops of doors, tops of equipment												
Vacuum Storage area behind Sanctuary													
Deep Clean Offices	Buff floors, dust , windows												
Clean Light fixtures													
Clean Storage area downstairs & youth/backpack area													

Safety & Equipment Maintenance.

Safety:

- **Protect Yourself:** Ask your supervisor if you have questions – **DON'T TAKE CHANCES.**
- Follow Manufacturer's directions, warnings and instructions when using equipment and chemicals.
- Use gloves and other protective equipment and clothing as needed.
- Be aware and prepared for what you should do if something does go wrong.
- Store chemical containers on lower shelves, away from heat and with lids secure.
- Dispose hazardous waste in plastic bags.
- Report any work related injuries and chemical spills to the Head Custodial and/or Staff immediately.

Equipment:

- Operate and maintain custodial equipment in accordance with manufacturer's directions and recommendations.
- Do not use faulty or malfunctioning equipment. Report any problems to the Head Custodian or Staff.
- Clean and store equipment in secured closet areas when not in use.