

# WESTMINISTER PRESBYTERIAN CHURCH–WORKDAY

8:30 a.m., April 1

---

## **OUTSIDE**

Inspect all playground equipment  
Weed landscape beds, trim  
Replace pine straw & Shrubs if needed  
Inspect outside building – power wash  
Treat ant beds

## **CLEANING**

Sanctuary  
Carpet & wood flooring  
Dust furniture, wood trim, pews  
Check for pencils, envelopes, brochures  
Family  
All bathrooms

---

## **NARTHEX & CORRIDORS**

Tile floors  
Dust furniture & wood trim  
Windows

## **PARLOR**

Wood floor  
Dust furniture & wood trim  
Clean windows

---

## **CLASSROOM & NURSERY**

Floors and rugs  
Dust furniture & wood trim  
Inspect toys and chairs for damage  
Wipe down toys to sanitize and clean (child safe  
wipes)  
Clean windows

## **UPSTAIRS CLASSROOMS**

Tile floors and rugs  
Dust furniture & wood trim  
Clean windows

---

## **MONTAGUE HALL**

Floors  
Dust furniture & wood trim  
Clean windows  
Clean and organize closets (3)

## **KITCHEN**

Floors  
Clean drip pans & appliances  
Clean all stainless steel  
Clean & organize Pantry shelves, check expiration  
dates, clean pantry frig.  
Clean Ice Machine, including coil  
Wipe down spices

---

## **SERVERIES – COFFEE AREA, ETC.**

Floors  
Dust furniture & wood trim  
Check beverage bar for supplies  
Organize cabinets.

## **MAINTENANCE**

Check under servery, Kitchen Pantry & louvered  
door closet for supplies  
First-Aid kit  
Bell Tower roof drain, lights, timer  
Basement

---