

ST. ANNE'S CHURCH CLEANING (FALL & SPRING)

Cleaning Date: **Tuesday, April 5th, 2022**

Chair: **Vicki Irlbeck**

Co-Chair: **Jody Hansen**

UPSTAIRS & GATHERING SPACE

Nancy Frank Kacy Stolp	5:30 P.M. Dust ALL Stained-Glass Windows, Stations, Crosses, Statues. (Damp wipe windows in Spring with <u>distilled water</u> on inside only) Use Swiffer duster to dust stations, crosses on wall and big statues. Please, <u>BE CAREFUL</u> not to damage the fragile stations and statues.
Carrie Bliss	5:30 P.M. Clean Sacristy (east of Sanctuary) entire room. Wash walls, windows (inside only). Wash all wood including doors (both sides) and frames, tables, chairs, cabinets with Murphy's Oil Soap. Wash all counter tops, etc. Vacuum seats and floor.
Cathy Altermatt	5:30 P.M. Clean Reconciliation room (west of Sanctuary) entire room. Wash walls, closets, and windows (inside only). Wash all wood including doors (both sides) and frames, tables, chairs, with Murphy's Oil Soap. Vacuum seats and floor.
Dawn Guetter Margaret Fennern	5:30 P.M. Wash all wood on pews, kneelers, chairs-East side. Wash kneelers and pew using Murphy's Oil Soap.
Tiffany Guetter Jolene Samyn	5:30 P.M. Wash all wood on pews, kneelers, chairs - West side. Wash kneelers and pew using Murphy's Oil Soap.
Casey Leopold Shannon Anderson Jill Schunk	5:30 P.M. Dust & clean altar, podium, tabernacle, organ, piano, curio & remove wax and spots from seats & carpets. Use glass cleaner with "NO AMMONIA" to clean brass on altar, podium, etc. Use Murphy's Oil Soap on ALL wood on altar, podium, tabernacle, organ (inside <u>but no keys</u>), piano. Remove wax from carpet using brown paper bag and hot iron. Remove spots from seats and carpet using club soda only. DO NOT clean unless absolutely necessary.
Erin Dahmes Kylie Salfer	6:15 P.M. Crevice tool pews, around base of pew on floor, chair seats & along wall - West Side (bring vacuum/crevice tool). Use your own vacuum cleaner with a crevice tool.
Kolette Dusher Janelle Baune	6:15 P.M. Crevice tool pews, around base of pew on floor, chair seats & along wall - East Side (bring vacuum/crevice tool). Use your own vacuum cleaner with a crevice tool.
Janell Frank Rebecca Daub	6:15 P.M. Dust & clean wainscoting, Southeast, and Southwest wooden entrance doors (both sides) & frames and baseboard (back of church). Use Murphy's Oil Soap on ALL wainscoting.
Joleen Irlbeck Casey Jo Boerboom Melissa Kidrowski	6:45 P.M. Wash walls & windows in Southeast entries to Basement floor & Southwest entry. Clean, vacuum, wash walls & windows, scrub steps to <u>basement floor</u> . Use Vinegar & water.
Paula Pohlen Ashley Altermatt	6:45 P.M. Vacuum carpet. In the body of church.
Dianne Jenniges	- Launder & mend albs, cassocks. Wash in cold water. Iron server albs only as needed.

GATHERING SPACE

Lynn Maasch Nicole Deprez Marsha Salfer Stephanie Jill Mahlow	5:30 P.M. Windows & Frames (inside) both Entry frames & windows dust blinds & drapes, lamps, plants, pictures, walls. Wash all windows & framing, inside and out, in gathering space and entries. Don't forget the south entry windows. Take down and wash drapes and blinds in Spring of even years).
Brittany Goblirsch Stacy Mathiowetz	5:30 P.M. Vacuum and dust furniture, wash tables and coat racks by bathrooms. Use furniture attachments only to vacuum furniture. Dust tables & wood portion of chairs with cloth furniture polish. Please be careful not to get furniture polish on chair fabric.
Deb Knott Tracy Pistulka Sabrina Lensing	5:30 P.M. Wash Walls (include down & up steps) & Clean all wood trim. Wash all wood trim, including handrails, doors, archways, mop boards, sills, etc. with Murphy's Oil Soap. Wash walls in gathering space with vinegar & water.
Chris Pitzl Carla Trost	5:30 P.M. Clean kitchenette & bathrooms. Wash all surfaces, sinks, wipe out cupboards as needed and bathrooms (wash walls, counters, sinks, lights with vinegar & water). Use window cleaner on mirrors. Sweep and scrub floors.
Ann Doubler Katie Prokosch	6:00 P.M. Vacuum carpets, rugs, top landing & elevators. Vacuum area rugs, top landing, steps, and elevator. Wash walls and light in elevator. Dry carpet clean as needed.
Lorna Plaetz Tina Snider	6:30 P.M. Mop gathering space floor.
Terrie Rothmeier Michelle Salfer	6:30 P.M. Sweep and scrub steps to basement and use a scrub brush for black shoe marks. Use vinegar & water on steps. <u>Not</u> chore boy.

PARISH HOUSE

Margaret Palan
Sue VanLoy
Dana Frericks
Milissa Ramsbacher
Sheila Salfer

ATTENTION ALL:

- Please bring pails, rags, scrub brushes, ladders, vacuums with attachments, extension cords, etc. If unable to work, please ask a family member or hire a sub to work for you. **THANK YOU!!** :)
- **Before cleaning**, read Master list in kitchenette area of gathering space for detailed list of cleaning jobs and cleaning products to be used in each area. Example: Murphy's Oil Soap, vinegar & water, Stainless Steel Cleaner, Toilet bowl cleaner, etc.
- If you're doing your job early, please notify your job partner to work out who will be doing what **AND** circle your name and what you did on the Master list posted in the kitchenette area of the gathering space.
- Supplies will be out in the gathering space.

CHURCH BASEMENT

Krissy Schroepfer Rhonda Froehlich Wendy Rohlik Sara Burns	5:30 P.M. Wash Walls (also to Elevator), Windows, Posts & Dust Pictures in Hall. Wash all windows (inside in Spring; inside and outside in Fall). Also wash/wipe off the windowsills. Dust pictures.
Lisa Dudgeon Kelly Salfer Corey Remiger Becky Zimmerman	5:30 P.M. Sweep Ceilings, Wash Light Fixtures Wash Air Vents & Furnace Vents. Sweep all ceilings in kitchen area, dining, and elevator area (in & outside fluorescent light panels). Clean furnace vents in ceiling in kitchen. Wash cold return air vents in wall by serving area.
Amber Kodet Marki Goblirsch Colleen Remiger (Joe) Sue Huhnerkoch	5:30 P.M. Wash kitchen walls, doors, Cupboards and Refrigerators in Kitchen Area. Wash all walls in this area with scrub brush or nylon netting. Wash refrigerators inside and outside. Wash cupboards inside and outside in Spring and only outside in fall.
Diane Guetter Bobbi Riley Lisa Rothmeier Clara Irlbeck	6:00 P.M. Wash All Tables, Folding Chairs and Highchairs (tops and bottoms). Wash all tables and folding chairs, including extras on racks in the closet & near the elevator. Use vinegar & water.
Marie Jenniges Brooke Guetter Janice Baune	6:15 P.M. Clean Convection Ovens and & 3 other ovens and Racks (Not regular ovens). Spray and clean using oven cleaner. Kathy will provide oven cleaner. Scrub racks in furnace room sink.
Sue Rohlik (Dale) Kristin Altermatt Laura Guetter Linda Baune Kimberly Frank	6:30 P.M. Wash Walls in Dishwasher Room and Serving Area, All Stainless Steel, Cupboards, (Plate, Serving & Hot Lunch Cart) in Serving Area & Wastebaskets. Wash all walls in this area with scrub brush or nylon netting. Use vinegar water on non stainless steel areas. Use Easy Off Stainless Steel cleaner on stainless steel by dishwasher area only. (Not serving area) Wipe off hot lunch cart. (Wash cupboards inside & outside in Spring) (Wash outside of cupboards only in fall) Wash wastebaskets (serving, dining & kitchen) inside & out.
Alonna Baune Janelle Goblirsch Jody Guetter (Jon) Paula Guetter	7:00 P.M. Sweep then Scrub Kitchen, Serving Area and Dishwasher Area Floors. Sweep the floors. Use Top Clean commercial floor cleaner for floors. This is found in the furnace room. Use brushes if needed. Use Bar Keepers Friend for sinks.
Debra Rohlik Andrea Samyn	7:00 P.M. Basement Bathrooms. Sweep floors and ceilings. Wash walls & doors. Scrub sinks, toilets, floors with vinegar & water. Use toilet bowl cleaner for toilets. Use window cleaner for mirrors. Scrub floors.